

## BOARD DIRECTOR: ROLE DESCRIPTION

### OUR ORGANIZATION

Licensed to Learn (“L2L”) is an Ontario-based charitable organization dedicated to boosting student success through personalized peer tutoring. L2L utilizes experienced educators with over 25 years of experience to conduct tutor training of students. L2L works inside schools in partnership with school staff to select students most in need of extra support, paired them with student tutors from similar backgrounds to provide maximum benefit from tutoring. Programming is provided at no cost to families and is proven to benefit youth by improving academic success among those being tutored. L2L fosters the development of leadership skills among tutors and nurtures positive relationships that make up vibrant and inclusive school communities.

Please visit L2L’s website at [www.l2l.ca](http://www.l2l.ca) for a great introduction video and a full write-up on all the wonderful things we do at L2L

### OUR MISSION

L2L’s mission is to support children and youth. We boost student success by facilitating personalized peer tutoring programs and leadership development opportunities.

### OUR VISION AND VALUES

The vision of L2L is to grow from the GTA across Canada, to engage and support at-risk students with their learning, and help them develop the skills they need to live and work successfully in the future.

Our values are Equity, Leadership, Productive Citizenship, Empathy, and Mentorship.

### PURPOSE OF THE BOARD

The board will support the work of L2L and provide leadership and strategic governance. L2L currently does not have executive officer leadership and the board has some management decision-making directly and through committees. The board supports L2L’s committed and engaged full-time staff. Service on L2L’s board is a voluntary role without remuneration. In addition, board directors will be:

Attending board and committee meetings and contributing to meetings by expressing a point of view

Maintaining confidentiality of board discussions

Creating and updating a long-range plan for the organization

Securing adequate funding for the organization and monitoring finances

Supporting L2L’s staff

Establishing policy and adopting key operating policies

Identifying prospective board directors and helping to recruit them

Being an ambassador for L2L and promoting L2L to the community and network of friends and contacts

Becoming knowledgeable about L2L and taking on board leadership roles when asked

Considering other points of view, making constructive suggestions, and helping the board make decisions to benefit L2L’s constituencies.

### BOARD DIRECTOR RESPONSIBILITIES AND DUTIES

Leadership, governance, and oversight

Attending committee and board meetings and calls. Supporting L2L by attending L2L-organized events

Serving on committees or task forces and taking on special assignments

Reviewing agenda and supporting materials prior to board and committee meetings

Approving L2L's annual budget, audit reports, and material business decisions; being informed of and meeting all legal and fiduciary responsibilities

Dealing with correspondence and conference calls between board meetings on committee and other matters

Partnering with L2L staff and other board directors to ensure that board resolutions are carried out

Representing L2L to stakeholders and acting as an ambassador for L2L

Demonstrating L2L's commitment to a diverse board and staff that reflects the communities that L2L serves

Abiding by the by-laws, code of conduct, conflict of interest, and other policies that apply to the board

The term for L2L board directors is being reviewed and is expected to be for three years with eligibility for another term. Board meetings are normally held every two months or quarterly and committee meetings are normally coordinated with board meeting schedules. There may be additional ad-hoc meetings and calls.

Board directors are responsible for acting in the best long-term interests of L2L and the communities we serve. Board directors are expected to bring informed decision-making, broad knowledge, and a diverse and inclusive perspective for the benefit of L2L's mission.

## FUNDRAISING

L2L board directors are invited to consider making annual gifts and regular donations to L2L. L2L benefits from board directors making annual and ongoing contributions within their capacity. L2L board directors are welcome to support L2L's fundraising events through their own resources and network contacts.

## BOARD DIRECTOR QUALIFICATIONS

This is an extraordinary opportunity for an individual who is passionate about L2L's mission and who has a track record of community engagement, fundraising, and board leadership. Board directors will have achieved leadership stature in business, government, academia and education, philanthropy, or the nonprofit sector. Board director profiles should allow for the attraction of other well-qualified, high-performing board directors. Ideal candidates will have:

A commitment to and understanding of L2L's mission, vision, and values

Personal qualities of integrity, credibility, and a passion for helping L2L and L2L's work

Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals. Media connections and outreach capabilities would be an asset

A network and resources to support the fundraising capabilities of board directors. Fundraising experience would be a valuable asset

## APPLICATION INSTRUCTIONS

To express interest in becoming an L2L Director please email [board@L2L.ca](mailto:board@L2L.ca) with your resume and a brief paragraph on why you are interested in joining.