



JOB DESCRIPTION

Volunteer Board Director

Society Profile:

Seniors Services Society of BC (SSSBC) is a community based non-profit charity based in New Westminister, BC, dedicated to supporting seniors who are 60 and older who are homeless or at risk of homelessness and supporting housed seniors to live independently.

We provide housing navigation and outreach services across BC, as well as essential community-based programs that improve the well-being of seniors. Our work ensures that older adults, particularly those at risk of homelessness, have access to stable housing and support services.

Position Summary:

As a member of the Board of Directors, you will provide strategic leadership, oversight, and governance to support the mission and vision of SSSBC. Board members serve as ambassadors, advisors, and advocates for the organization, ensuring its long-term sustainability and impact.

Directors are expected to act with integrity, diligence, and prudence in fulfilling their fiduciary duties, making decisions in the best interests of the organization and the seniors we serve.

Key Responsibilities:

- **Governance & Leadership**
 - Provide strategic guidance and oversight to ensure the organization fulfills its mission and remains sustainable.
 - Develop, review, and monitor governance policies.
 - Participate in board succession planning and recruit new board members.
 - Ensure compliance with all relevant laws and regulations governing non-profits.
- **Financial & Risk Management**
 - Oversee the financial health of the organization, ensuring fiscal responsibility and sustainability.
 - Support fundraising and donor stewardship efforts to secure adequate funding for programs.
 - Review financial statements and ensure sound financial controls are in place.
- **CEO Oversight & Organizational Performance**
 - Hire, support, and annually evaluate the Chief Executive Officer (CEO).
 - Monitor the organization's performance, impact, and success in serving seniors.
- **Board & Committee Engagement**
 - Attend and prepare for all board meetings (typically held 10 times per year) and serve on at least one committee.
 - Participate in strategic planning sessions and training opportunities.
 - Evaluate board performance and contribute to ongoing board development.



- **Advocacy & Community Engagement**

- Act as an ambassador for SSSBC, advocating for seniors' issues and increasing public awareness.
- Leverage personal and professional networks to support fundraising, partnerships, and policy advocacy.

Qualifications & Desired Skills:

We seek diverse individuals passionate about supporting seniors, with experience in one or more of the following areas:

- **Governance & Leadership** – Previous board experience or governance knowledge.
- **Finance & Accounting** – CPA or financial oversight expertise.
- **Legal & Compliance** – Understanding of nonprofit law and risk management.
- **Housing & Social Services** – Experience in housing policy, real estate, or social work.
- **Fundraising & Philanthropy** – Strong network and fundraising experience.
- **Diversity, Equity, & Inclusion (DEI)** – Commitment to inclusive practices and advocacy.

Commitment:

- A minimum term of 3 years
- Attend 10 board meetings per year (virtual/in-person).
- Serve on at least one committee.
- Actively participate in fundraising activities, advocacy, and organizational events

How to Apply:

If you are passionate about making a difference for seniors in BC, we encourage you to apply. Please submit your expression of interest to board@sssbc.ca