



# Call for Board of Directors and Committee Members

## About Achēv

Achēv is one of the largest social services providers in the GTA providing a broad range of direct client services including Youth Programming, Employment Services, Career Exploration and Coaching Services, Settlement Information, and Referral Services, and Language Training & Assessment Services. Achēv currently employs 384 individuals, and serves over 112,000 youth and adults annually with in-person services at 9 locations in the GTA, and virtual/online services across Ontario, Canada, and globally.

Achēv is a trusted advisor and partner of choice to its funders and partners and a valued member of the community. With such a strong foundation, Achēv is ready to go boldly into the future.

The services we provide have never been more important. Canada needs more immigrants. Our birth rates are in decline, life expectancy is increasing and baby boomers are exiting the workforce faster than those entering. However, it is not enough to open our doors to newcomers. As a civil society, we must ensure newcomers are supported as they transition into a new culture, establish themselves in a community and find employment. This is Achēv's core business. And, it's not just about newcomers. Achēv supports all underemployed or unemployed in Ontario. This makes the work we do essential to Canada's success as a nation as well as to those we serve.

Achēv also helps companies diversify their workforce. Now more than ever, organizations are looking to ensure their workforce is more reflective of their customers, clients and the communities they do business in. 86% of immigrants coming into the GTA are BIPOC (Black, Indigenous, People of Colour). Achēv has the talent pipeline that businesses want and need. And, Achēv has over 25 years of experience in helping newcomers find jobs and businesses recruit and successfully onboard newcomers and Ontarians.

Achēv was incorporated as a not-for-profit organization in September 1996 under the name Quality Continuous Improvement Centre for Community Education and Training (o/a Centre for Education & Training, and previously referred to as Achēv). On September 23, 2020, the organization officially changed its legal name to Achēv. This change is a result of a rebranding effort designed to mirror the growth and transformation of our organization, and to better reflect our goal to help all clients and businesses achieve their potential and the success they want in their lives. As our clients and business partners achieve their goals, we achieve our purpose.

Achēv is governed by a voluntary Board of Directors working in accordance with established laws for not-for-profit organizations. The board includes diverse representatives with a range of expertise from business, community, and government. Achēv is led by a Chief Executive Officer and members of the Senior Leadership Team.

Achēv receives funding and revenue from a variety of sources including all levels of government (federal, provincial and municipal); non-governmental organizations and foundations and corporations/financial institutions.

Achēv has the governance, management, human resources, financial, operational and IT capacity to deal with multiple projects and complex requirements across a variety of funders. Our financial capacity includes a series of established internal controls and procedures to ensure that finances are controlled and distributed appropriately. Our external audits have shown compliance with requirements and faith in our systems and processes is evidenced by ongoing contracts from our funders.

For more information about Achēv, visit <https://achev.ca>.

## The Opportunity

The Board of Directors is a volunteer governance board and currently has 10 members with a goal to reach an optimal board size of 12. The Board of Directors provides leadership and support to the organization by committing to excellence in governance and organizational health. All members of the Board have a passion for volunteering and for making a difference in the lives and communities of those served by Achēv.

The Board meets approximately 5 times per year or more, and has four standing committees: Finance & Audit, Governance & Nominating, Strategic & Risk Management, and Human Resources & Compensation. Committees meet 4-5 times per year. Currently all governance meetings are held virtually. Once in-person meetings are permitted and safe, most meetings are expected to be held at Achēv's head office in Mississauga.

With upcoming director term expiries and current vacancies, Achēv is seeking up to 6 directors to join the Board in September 2021 during the AGM for a term of up to 3 years, with the opportunity for renewal. Directors will also be required to also serve on at least one committee.

We are also accepting applications for individuals that would be interested to only serve on committees as a non-director. We are looking at recruiting up to 4 non-director committee members for the different committees.

Each year, the Board evaluates its existing directors' expertise, experience, skills, and backgrounds to identify gap areas. Ideally, newly elected directors and appointed committee members would possess demonstrated experience and proficiency in one or more of the following areas:

- a. Government Relations and/or understanding of government;
- b. Corporate Sponsorship and Donations;
- c. Public Relations;
- d. Enterprise Risk Management; and
- e. Human Resources Generalist experience from the NFP sector.

However, nominations are also welcome from those individuals whose skills reside outside of the above.

The commitment of the director and committee member positions involves attending the identified meetings per year, in addition to the time necessary to prepare for the meetings.

Achēv is committed to equity, diversity and inclusiveness in all its work. We are committed to ensuring that the composition of its Board of Directors is inclusive and reflects, as much as possible, the diversity of the communities that Achēv serves. Achēv aspires to maintain a Board in which at least 50% of the directors are women.

## To Apply

Interested candidates are invited to submit a complete Application Package to the attention of the Governance & Nominating Committee via email **by 5:00 PM EST on August 5, 2021**. Email to: [vsarmah@achev.ca](mailto:vsarmah@achev.ca) and cc [ajugarean@achev.ca](mailto:ajugarean@achev.ca).

### Application Package must include:

- A. Cover Letter
- B. Current Resume
- C. Completed Application Form
- D. Three References (*optional at this initial stage*)
- E. Confirmation of meeting Achēv's By-Law Section 3.2 Qualifications to serve as a director and/or non-director committee member (included in C.)

### A. Cover Letter

Please include a cover letter (maximum 2 pages) addressing the following questions:

1. Why you are interested in serving as a Director and/or Committee member with Achēv?
2. Provide details about your demonstrated experience and proficiency with the identified skills gaps.
3. What additional skills and/or experiences do you have that would bring value to the Board of Directors and the strategic vision of Achēv?
4. Please describe your past and current board and community experiences (including the types of boards on which you serve or have served).

### B. Resume

Please provide your current resume detailing your professional and volunteer experiences.

### C. Application Form

Click on the link to open and complete the Application Form: <https://bit.ly/2TGp7h4>

Save and submit as part of the Application Package.

### D. Confirmation of meeting Achēv's By-Law Section 3.2 Qualifications to serve as a director and/or non-director committee member

See Application Form (link included above).

### E. References (optional at this initial stage)

References are not required at this initial stage, but will be required from candidates that are selected for an interview. You will be required to provide three (3) references that are familiar with your previous board or committee experience. Be sure to include their names, contact information, and your relationship to the reference.

Please note that finalists would require to undergo a background check as per Achēv's policies. Finalist candidates would be contacted by GNC to obtain written permission for background checks. Only successful candidates would be recommended to the Board of Directors and Memberships for appointment.

## Timeline

Application Deadline:	5:00 PM EST on Thursday, August 5, 2021
Interview Period:	August 30, 2021 to September 3, 2021
Appointment Date:	September 28, 2021 (Annual General Meeting)

## Questions

Should you have any questions, please email or call Vase Sarmah, GNC Chair, at [vsarmah@achev.ca](mailto:vsarmah@achev.ca) or 416-356-1256.

We thank all applicants for your interest; however, only those selected for an interview will be contacted.