



# Call for Board of Directors Members

## About Achēv

Achēv is one of the largest charitable providers of Employment, Language, Settlement, and Youth Services. Achēv Inclusion, a fee-based service, was launched in 2022, focused on empowering leaders and employees to build diverse, equitable and inclusive workplaces where everyone belongs. Achēv currently employs 400 individuals, and serves over 90,000 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. The labour skills gap in Canada has impacted almost every sector, baby boomers are exiting the workforce faster than those entering, magnified by 'the great resignation.' 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, learn a new language, establish themselves in a community, and find employment. This is Achēv's core business. And, it's not just about newcomers. Achēv supports all job seekers in Ontario. This makes the work we do essential to Canada's economic recovery and 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. Over 85% of immigrants coming into the GTA are BPOC (Black, People of Colour). Achēv has the talent pipeline that businesses want and need. With over 30 years of experience, Achēv connects people to opportunities that help them achieve their full potential.

Achēv is governed by a voluntary Board of Directors working in accordance with established laws for not-for-profit organizations. The Board includes 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 is committed to building a OneAchēv culture where everyone belongs. Serving a diverse community, Achēv staff and Board of Directors reflect the clients served. Staff speak 52 languages and have roots in 21 cultural regions around the world. Achēv's Board Members represent 5 cultural groups and speak 11 languages. Currently our staff and Board are over 50% female.

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 the private sector.

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 with a goal of maintaining 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 Board meetings are held in-person with virtual option; the Committee meetings will remain virtual for the time being. Most meetings are expected to be held at Achēv's head office in Mississauga or at a location within the GTA.

With upcoming director term expiries and current vacancies, Achēv is seeking ~~up to 6~~ to recruit one or more Directors to join the Board in September 2022 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.

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

- a. Accounting or related Financial Management expertise;
- b. Government Relations and/or understanding of government;
- c. Corporate Sponsorship;
- d. Public Relations;
- e. Enterprise Risk Management; and
- f. 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 Board of Director 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 EDT on August 05, 2022**. 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. Confirmation of meeting Achēv's By-Law Section 3.2 Qualifications to serve as a director (included in C)
- E. Three References (*optional at this initial stage*)

#### A. **Cover Letter**

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

1. Why you are interested in serving as a Board of Directors 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' Committees and the strategic vision of Achēv?
4. Please describe your past and current Board/Board Committee 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 to open and complete the [Application Form](#). 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**

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 p.m. EDT on Friday, August 05, 2022
Interview Period:	August 15-26, 2022
Appointment Date:	September 27, 2022 (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.