



Call for Volunteer Board of Directors Members, Achēv

Achēv's purpose is creating faster paths to prosperity for over 100,000 clients a year, most of whom are permanent resident newcomers to Canada. As one of the largest providers of employment, settlement, language, women, youth and technology solutions services, we provide in-person at seven offices in the GTA and online support programs across Canada and abroad.

The Opportunity

Achēv is currently seeking to recruit one or more Directors to join the Board, effective July 1, 2026. The focus of this year's recruitment is for candidates with executive level experience and a professional designation in: **Finance/Audit**. Experience as Finance and Audit Committee members would be considered an advantage. Other two areas of focus for our Board recruitment include: **Fundraising/Corporate Sponsorship** and **Government Relations/Public Policy**.

The Board of Directors is a volunteer governance Board with a goal of maintaining an optimal Board size of up to 15 Directors. 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 three standing committees: Finance & Audit, Governance & Nominating, and Human Resources & Compensation. Committees meet 4-5 times per year. Occasionally, ad-hoc meetings or events may take place in addition to the regular (pre-scheduled) Board/Committee meetings. Currently, all Board meetings are held in-person with virtual option; the Committee meetings are virtual. Most in-person meetings are held at Achēv's Head Office in Mississauga, across from Square One.

Achēv has recently gone through a governance review, aligning its policies, processes and practices with the Coherent model of governance. Board oversight and governance is provided through four categories of policies including governance culture, Board CEO-relationship, operating expectations and results. The Board also established guiding principles it holds itself accountable for that include:

1. The Board operates with a clear mandate and manages its own performance.
2. The Board focuses on effective governance supported by appropriate and relevant policies.
3. The Board controls operations and outcomes via policy and its delegation of authority and is not operationally intrusive.
4. The Board acts with one unified voice and holds the party responsible for decisions accountable for the results.
5. The Board owns the long-term strategic direction, vision, and mission for the organization.
6. The Board actively and objectively monitors the organization's performance and the adherence to its policies.

Most Directors have deep not-for-profit Board experience and governance designations. A preference will be given to applicants who have similar experience and credentials.



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. Also, all Board Members are required to serve in at least one Committee.

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.

About Achēv

Each year, Achēv's 450 staff help put more than 100,000 clients on a faster path to prosperity by making it easier for them to access the services they need – when and where they want them as they adjust to living in Canada.

Achēv offers over 40 employment, settlement and language programs and services with specialized support for women and youth. Achēv provides our services online and in person at seven GTA locations. Furthermore, Achēv supports clients across Ontario, Canada and globally.

Our clients are primarily newcomers entering Canada as permanent residents as well as those from equity deserving communities. Achēv also connects employers to an untapped labour pool. We work with over 4,000 businesses across the GTA to help them screen, hire, and retain skilled workers. As a leading IT solutions provider for the language services sector, Achēv leverages technology including AI to increase data-driven decision-making to support over 160 service delivery partners as well as the Federal and Ontario Governments. Our collaborative approach drives efficiencies, reduces wait-times, and enhances the service delivery experience for clients across the sector.

Achēv is a trusted partner of choice to its funders and partners and a valued member of the community. With a 35 year legacy, Achēv has charted a bold course into the future and is already making great strides. Over the previous two fiscal years, Achēv has grown its impact by over 20% through an increase in the number of clients it has supported.

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 and reflects the communities we serve. 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 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>.

To Apply

Application Package must include:

1. Cover Letter

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

- Why you are interested in serving as a Board of Directors Member with Achēv?
- Provide details about your demonstrated experience and proficiency in either human resources or finance and/or audit.
- What additional skills and/or experiences do you have that would bring value to the Board of Directors and the strategic vision of Achēv?
- Please describe your past and current Board/Board Committee and community experiences (including the types of Boards on which you serve or have served).

2. Resume

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

3. 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.

NOTE:

Finalists 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

Submit your cover letter along with your resume (see requirements above) to Anca Jugarean, Board Governance Officer, ajugarean@achev.ca, to the attention of Achēv's Governance and Nominating Committee, **by March 20, 2026**.

Questions

Should you have any questions, please email ajugarean@achev.ca. We thank all applicants for your interest; however, only those selected for an interview will be contacted.