

Job Description for Directors

Status:	Volunteer, Open to Members of Oxfam Canada
Duration:	3-year term, September 2019 to September 2022
Location:	Various regions across Canada

Note: Candidates must be a member of Oxfam Canada before June 14, 2019 to be eligible for election

Oxfam Canada is a leading international development agency committed to building lasting solutions to global poverty and injustice by promoting women's rights and gender justice. Combining support to long-term capacity building with advocacy and campaigning and humanitarian action, we work in relationships of solidarity and partnership to achieve fundamental social change. Oxfam Canada's influence is greatly enhanced by the quality of its programs, the credibility of its analysis and depth of its support from members and donors.

Oxfam Canada's annual operating budget of \$30 million is sourced from individual donors and institutional funders including Global Affairs Canada. Oxfam Canada contributes to and is supported by the global efforts of Oxfam International.

SCOPE OF POSITION:

Oxfam Canada is currently recruiting dynamic, experienced individuals from diverse backgrounds as candidates for election to a three-year term. Directors act as trustees on behalf of all Oxfam Canada's stakeholders, including members, supporters, donors, overseas partners, funders and allies. The Board has overall responsibility for ensuring the organization's mission is fulfilled and legal obligations are met, holding the Executive Director and Management Team to account for performance against targets.

Directors provide strategic leadership and direction, confirm Oxfam Canada's mission, approve strategic plans, oversee and evaluate success, assure financial health, enhance Oxfam's public image, and select the Executive Director, providing ongoing guidance and support to that individual and reviewing her/his performance.

Canadian law imposes on Directors specific fiduciary duties of care, loyalty, and obedience to the law. Directors are responsible for ensuring financial solvency through oversight of finances and budget and assuring appropriate management of risk. As well, Directors serve as ambassadors for Oxfam Canada, creating opportunities and nurturing relations in support of its strategic objectives.

MAJOR RESPONSIBILITIES:

Working with the Executive Director and senior management, Directors dedicate approximately eight hours a month to the Board and its committees, attend two three-day Board meetings a year, and participate regularly in reviewing and providing advice on policy matters via e-mail or phone.

Major responsibilities include:

1. Stewardship of Oxfam Canada's governance
2. Approval and oversight of the Strategic Plan and Implementation Plan
3. Approval of annual Operational Plans and Operating and Capital Budgets
4. Oversight of financial health and management
5. Oversight of fundraising strategies from public and institutional sources
6. Oversight of program integrity, quality and accountability
7. Oversight of risk management in areas of governance, finance, operations and reputation
8. Leadership in support of Oxfam Canada's commitment to women's rights and gender justice

9. Leadership in support of increased income from major donors and institutional funders
10. Strengthening accountability to partners, funders, members, donors and the public
11. Assuring Oxfam Canada is meeting its commitments to the Oxfam confederation
12. Oversight of the relationship and collaboration with Oxfam Quebec
13. Assuring compliance with legal and regulatory requirements, adherence to policies and standards, and promotion of good practice
14. Regular review and renewal of Board-approved policies and strategies
15. Oversight of the Executive Director and succession planning
16. Strategic advice and professional/specialist support to Management Team

DESIRED KNOWLEDGE, EXPERIENCE & COMPETENCIES:

Oxfam Canada is committed to equity, diversity and inclusiveness. Candidates from diverse backgrounds are encouraged to stand for Director.

Candidates for the Board require a strong belief in the mission and values of Oxfam Canada, including rights-based development and gender justice, and should have a combination of the following skills and experience:

- Substantial prior experience on a not-for-profit Board
- Readiness to support fundraising by making a donation and assisting with fundraising efforts
- Contacts with key decision-makers and opinion-shapers
- Strong communication and networking skills and success in working within a diverse team
- Willingness to dedicate eight hours a month to the Board, attend two three-day board meetings a year and participate regularly in reviewing and providing advice on policy matters via e-mail or telephone
- A passion for social justice and a very high standard of personal ethics

Directors will have specific knowledge and experience in one or more of these areas:

- international development, gender justice and social change
- fundraising and strategic communications
- financial management and risk management
- program quality and accountability
- strategic planning and change management
- advocacy and government relations
- knowledge management and information systems
- human resources and professional development
- law, accounting or other relevant professions

Oxfam Canada has a Code of Conduct for Board Members. Directors are required to sign an Oath of Office, agreeing to abide by the Code and the provisions of Oxfam Canada's Conflict of Interest policy.

For further information, visit [\[new link\]](#).