



HIV COMMUNITY LINK

Board of Directors - Posting

HIV Community Link Society (HIVCL), is looking for enthusiastic leaders to join its Board of Directors. As an organization that is increasingly experiencing growth through innovative harm reduction services in Calgary and across Southeastern Alberta, HIVCL stands strong in helping others learn about, prevent, and live with HIV and Hepatitis C (HCV), and on the frontlines of responding to the opioid crisis.

As a member of the Board of Directors at HIV Community Link, this exciting opportunity allows you to join a team of passionate community members that advocate for the HIVCL mission, vision, and strategic direction of the organization. Your effective governance will support the outcomes of the HIVCL, and also provides opportunities to utilize your skills for the provision of its policies and community efforts.

Time Commitment/Shifts Required

The commitment for this role is approximately 10-15 hours per month. This includes regularly scheduled board meetings, usually held on weekday evenings, and varying times for Committee meetings and other engagements.

Directors are elected by the membership at the Annual General Meeting for a two year term, and may serve for a maximum of three terms (or six years).

Responsibilities

Responsibilities include, but are not limited to:

- Committing to the mission, vision, and values of HIVCL
- Being informed on the scope of organizational matters and participating critically, from a knowledge base, in Board deliberations and decisions in matters of policy, finance, programs, and advocacy

prevention + support + advocacy

- Approving, where appropriate, strategic directions, policy and other recommendations received from the Board, its standing and ad hoc committees, and the Executive Director
- Monitoring the Board's strategic plan and policies
- Reviewing the bylaws
- Participating in advocacy
- Approving the annual budget and monitoring financial performance
- Overseeing the work of the Executive Director
- Supporting the Executive Director, when necessary
- Assisting in developing and maintaining positive relations among the Board, committees, staff members, volunteers, funders, supporters and the community at large to enhance HIVCL's mission
- Contributing to committee or project work on a regular basis, attending the AGM or other general meetings as called, being or becoming familiar with the features of a policy governance Board and taking advantage of orientations and workshops
- Engaging in fundraising efforts, such as the AIDS Walk, Splash of Red, and other annual donation programs
- Respecting HIVCL's confidentiality policy and all other relevant policies
- Representing HIVCL in a professional and respectful manner while working with the community at large

Qualifications/Skills

- The Board is seeking individuals with expertise in the following areas:
 - Accounting and Finance
 - Legal and Policy
 - Marketing and Communications
 - Human Resources
 - Fund Development
 - Nonprofit Board Governance
 - Research
- Previous experience on a policy governance board would be considered an asset
- An awareness of and interest in the areas of focus for HIV Community Link would be considered an asset

Training

Directors will be provided with a board orientation, and are required to attend a one day Core Training, which includes workshops on Challenging Stereotypes, Safer Sex & HIV/AIDS, and Living with HIV/AIDS.

Additional Considerations

- Travel may be required as a part of this role
- Access to a computer, printer and regular access to Internet is required
- A flexible schedule to allow for attendance at select community events and weekend meetings is expected

Requirements

- Complete and submit a [Volunteer Application](#), Letter of Intent, and CV
- Interview with the Board of Directors Recruitment Committee
- Two telephone reference checks will be completed
- Submit a Police Information Check (PIC)
- Complete a Volunteer Agreement upon acceptance

If you are interested in this opportunity, please send a completed volunteer application, letter of intent, and CV via e-mail to volunteer@hivcl.org with 'Board of Directors Application' in the subject line. We thank all applicants for their interest; however only those selected for an interview will be contacted.