



CURRENTLY RECRUITING: BOARD MEMBER WITH LEGAL EXPERTISE (2026 – 2028 TERM)

Anticipated start dates: May 2026

Positions Available

1 Board member position with legal experience/expertise

OVERVIEW

Times Change Women's Employment Service is seeking a passionate and dedicated woman to join our volunteer Board of Directors. We are a respected women-centered non-profit organization providing employment services in Toronto and operating under a policy governance model. Our services include job readiness training, job search and interview support, employment counselling, and more.

We encourage diverse candidates to apply, so our Board reflects the community we serve. We welcome and value personal experience related to our mission, including experience as a past client of Times Change. Board members commit to a minimum two-year volunteer term and take responsibility for governing the organization, overseeing strategic development, and providing fiscal and operational oversight.

*As a women-centred organization providing frontline services, **we are seeking Board Members who identify as women.** This requirement is permitted under Section 14 of the Ontario Human Rights Code (Special Programs), which allows organizations to create programs and governance structures that serve and advance the interests of women.*

We are seeking candidates with:

- Legal expertise, particularly in advising on policies and best practices in a partially unionized environment
- Candidates called to the bar in Ontario or another jurisdiction are preferred

BOARD MEMBER ROLE AND RESPONSIBILITIES

As a Board Member, you will play a critical role in shaping the organization's strategic direction. Responsibilities include:

- Acting as an ambassador for Times Change's work and mission
- Helping guide the organization's strategic direction, including managing risk
- Attending monthly evening board meetings and participating in ongoing committee work (typically 8–12 hours per month)
- Developing policies that enable the Board to make responsible fiscal decisions

- Committing to a renewable two-year term-year term
- Actively supporting fundraising activities, including leveraging networks to advance Times Change's mission

This board member's legal expertise would strengthen the organization by enhancing governance, ensuring regulatory compliance, and supporting sound, risk-aware decision-making at the board level. This board member could also provide valuable guidance on contracts, policies, and strategic initiatives, helping the organization operate with greater confidence and integrity as it advances its mission.

QUALIFICATIONS

We are seeking diverse candidates, especially those with **legal expertise/experience**. We recognize that no single applicant will have all the qualifications listed below, and we encourage you to apply if you are passionate about our mission and bring some of the following:

- Legal expertise in one or more of the following areas: employment law, labour law, non-profit or charity law, corporate governance, or human rights and privacy law,
- Familiarity with legal issues in a unionized or partially unionized workplace
- Ability to provide practical legal perspective to a volunteer Board (this is a governance role, not a retainer; we are looking for sound judgment, not a full legal practice)
- Additional experience in fund development, philanthropy, grant writing, donor stewardship, or foundation relations is welcome!
- A network or strong understanding of the charitable or corporate funding landscape in Canada
- A positive and collaborative approach to problem-solving -solving
- Comfort in a digital environment (e.g., online meetings, digital information sharing)
- Strong interpersonal and/or networking skills
- Experience in the not-for-profit sector and/or experience with or in employment services is an asset
- Experience in organizational strategy and governance
- Experience providing strategic counsel and leadership
- Knowledge of, or personal experience with, the systemic barriers women face in the workforce; former clients are encouraged to apply

HOW TO APPLY

Please send your resume and a brief cover letter outlining your interest to the Nominations Committee at women@timeschange.org; use the subject line: Board Member Application. **The application deadline is ongoing and we will interview candidates as suitable applications are received.**

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