Volunteer Opportunity
Board of Directors Member

Volunteer Board of Directors Member in Beautiful Northern BC

Kitimat Community Development Centre

Are you looking for a meaningful volunteer opportunity where you can contribute to children, families, and your community? The Kitimat Community Development Centre is seeking community-minded individuals to serve on its Board of Directors. Located in beautiful Northern BC, Kitimat offers a strong sense of community, access to outdoor recreation, and the opportunity to make a lasting local impact through volunteer governance leadership.

Position Details

As a Volunteer Board of Directors Member, this position provides governance leadership and oversight to support the mission, sustainability, accountability, and long-term direction of the Kitimat Community Development Centre. Board members work collaboratively with fellow directors and executive leadership to ensure the Centre remains legally compliant, financially responsible, program-focused, and responsive to changing community needs.

The board will hold a minimum of six board meetings per year, plus the Annual General Meeting and committee participation as required. Board members rely on clear, high-level oversight data from executive leadership to make informed decisions related to legal compliance, financial health, program quality, and strategic direction.

Duties and Responsibilities

Attend and actively participate in board meetings.
Review board materials in advance and contribute thoughtfully to discussions and decisions.
Support effective governance, strategic planning, policy oversight, and organizational accountability.
Act honestly, in good faith, and in the best interests of the organization while maintaining confidentiality and appropriate governance boundaries.
Review high-level updates on licensing status, upcoming renewals, inspections, compliance findings, and corrective action plans.
Be advised of critical incidents, child safety concerns, mandatory child protection filings, legal threats, labour disputes, and major human resources complaints.
Review and approve organizational policies requiring board authorization, including safeguarding, code of conduct, privacy, risk management, and governance policies.
Monitor financial health through budget-to-actual reporting, funding and grant updates, large donations, audit results, internal control recommendations, enrollment data, and waitlist trends.

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Receive oversight information on program quality, including aggregated child outcomes, developmental progress, program effectiveness, staffing levels, retention, vacancies, burnout risks, and child-to-staff ratio challenges.
Review wait times for services such as speech therapy, occupational therapy, and behavioural assessments.
Consider facility needs, infrastructure concerns, technology upgrades, safety hazards, and capital priorities that may affect service delivery.
Monitor progress toward the organization's strategic plan and consider demographic shifts, emerging service needs, stakeholder feedback, and annual satisfaction survey results from parents, guardians, and staff.

Qualifications & Experience

Experience or interest in governance, non-profit leadership, finance, accounting, audit, law, policy, privacy, regulatory compliance, human resources, early childhood development, health, education, social services, community engagement, fundraising, communications, or strategic planning is considered an asset.
Experience as a client of or previous stakeholder of the Kitimat Community Development Centre.
Able to review reports, ask informed questions, and consider organizational risks and opportunities.
Able to work collaboratively with fellow board members and executive leadership while respecting the distinction between governance oversight and day-to-day operations.
Strong communication, confidentiality, ethical decision-making, and community-minded leadership skills.
A commitment to the mission and values of the Kitimat Community Development Centre.

Additional Requirements

Must meet applicable eligibility requirements for directors under relevant legislation and the organization's bylaws.
Must be willing to complete board orientation, required policy acknowledgements, and any screening requirements established by the organization.
Must disclose conflicts of interest and support collective board decisions once made.
Interested applicants are invited to submit a brief expression of interest outlining their background, skills, and reason for wanting to serve on the Board of Directors.

Please submit resumes and interest to bsantos@kitimatcdc.ca
Annual General Meeting: October 6th, 2026 at 6:00pm
1515 Kingfisher Ave, Kitimat BC V8C 1S5