



Helping people live sustainably

Volunteer Opportunity **Board Development Coordinator**

Small but mighty green charity seeks an organizational wizard with some experience in non-profits and/or governance. Your keen interest in board development and meetings with impact will strengthen Reep's Board of Directors in overseeing the work of our organization and fulfillment of our mission

Reep Green Solutions is an environmental charity that helps people in Waterloo Region live sustainably. We work to empower people with the practical tools, knowledge and capacity for action to make sustainable living the norm. Our current focus areas are home energy efficiency, water conservation, green infrastructure, and waste reduction. In short, we work together with the community on practical solutions for addressing and adapting to climate change.

The Role of the Board Development Coordinator:

- Work closely with the Executive Director to prepare agendas and information packets for quarterly Board meetings;
- Work closely with the Board/Committee Chair to support one to two quarterly meetings of the Board Development Committee;
- Follow up with Board Directors as needed regarding action items, scheduling, etc.;
- Schedule board meetings;
- Research resources to aid in board development and evaluation, as needed.

We're looking for someone with:

- Exceptional written communications skills;
- Strong organizational skills;
- Excellent attention to detail;
- Ability to work independently, as well as to collaborate effectively;
- Discretion and good judgement;
- Experience working with a non-profit board is an asset;
- Microsoft Office and SharePoint experience an asset.

Term: We are looking for a 1-year commitment from a dedicated volunteer, donating approximately 2-3 hours per week, increasing to 5 hours per week surrounding the quarterly Board meetings. Attendance at 2-hour monthly staff meetings is preferred.

If you are interested in joining our team, please send your:

- a) Cover letter/email explaining why you are interested in this position &
- b) Resume/summary of applicable skills and work experience

via email to Volunteer Recruitment Lead, Anja Krstic at volunteerrecruitment@reepgreen.ca.

*Please Indicate where you heard of this posting.

Reep Green Solutions offers a fun and caring team environment consisting of staff and volunteers, working towards the shared goal of leaving our children a more resilient, vibrant, caring and sustainable community.

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