



Work Prep is recruiting new board members to join our team!

The **Regina Work Preparation Centre** is a not-for-profit, charitable, community-based organization specializing in helping people look for, find and maintain work. We have served Regina and the surrounding area for more than 40 years and have served over 20,000 clients.

Every day, job seekers utilize our services to help them reach their employment goals. We meet each individual where they are at, and provide them with the opportunity to explore their strengths and goals on their journey to employment.

Every day, we meet the changing needs of job seekers, the local economy, labour market and the community. We are developing employees, future employers, consumers and taxpayers.

At Work Prep we make a difference.

Are you passionate about making a difference? Are you looking to donate your time and talents to a worthwhile Community Organization? Do you want to be part of a dynamic, growing team of leaders?

Board Members

We currently seek three volunteer board members to join our team in 2022.

The Board of Directors of Work Prep is a governance board that directs the organization.

Board Member Duties and Qualifications

Each Member will be an active participant in a body that functions as a whole to perform the following duties:

1. Define and support the strategic framework for the organization and review and update it periodically;
2. Oversee development and approval of long-term organization plans and strategic priorities; approve annual budgets and operating plans;
3. Establish and monitor organizational performance measures;
4. Ensure prudent and proper management of the organization's resources;
5. Anticipate, mitigate, and manage risks;
6. Govern the organization through bylaws, policies and planned objectives approved by the Board, formulated with the ED and reviewed periodically;
7. Select and support the ED, to whom responsibility for administration of the organization has been delegated;
8. Review and evaluate the ED's performance against the job description and negotiated performance measures, including developmental and succession planning;
9. Provide advice and act as a sounding board for the ED;
10. Provide continuity and stability for the organization by performing all board duties in compliance with the Code of Conduct and principles of reasonable leadership.

Vice Chair

We currently seek a Vice Chair / board member to join our team in 2022.

Vice Chair has additional responsibilities in addition to regular board member duties:

1. Participate as a member of the Executive Committee;
2. Preside at meetings in the Chair's absence; and
3. In the event that the Chair's position becomes vacant, for whatever reason, the Vice Chair will immediately assume the office of Chair.

Contact dale.maureen.young@gmail.com for more details on this progressive role.

Other Details

- The board meets ten times per year, including the annual general meeting. Committees meet monthly or quarterly, depending on their mandate.
- Board member terms are three years, with eligibility to be reappointed for additional terms.
- Members are expected to attend all meetings and actively participate on committees where they have interest and expertise.
- Meetings typically occur in-person or by Zoom video conference.

Work Prep's strategic plan includes practices to support the recruitment, hiring and retention of a diversified work force and board of directors. We encourage individuals from diverse backgrounds and experiences to apply.

All board members will complete background reviews, including a criminal record check.

Candidates are invited forward their resume and written expression of interest by May 15, 2022 to dale.maureen.young@gmail.com.

**We acknowledge that Regina Work Preparation Centre Inc. operates on Treaty 4 Territory.
We are on the homeland of First Nations, Inuit and Metis people
whose ancestors walked this land since time immemorial.
We are grateful to work, live and learn on these traditional lands.**

Learn more about us at www.workprep.ca.