



The Barrhaven Food Cupboard is hosting a
Volunteer Information Evening
May 8, 2018
6:30pm-9:00pm

Chapman Mills Community Centre located at 424 Chapman Mills Dr.

Registration will begin at 6:30pm and then a short presentation at 7pm.

Board members will be on hand to answer questions.

**We have the following vacancies on our Board –
President, Communications and Director-at-Large.**

President – Barrhaven Food Cupboard

The President, as the Barrhaven Food Cupboard's chief executive and administrative officer, is accountable to the Board of Directors as specified in the Constitution. The President may delegate specific duties to other Board members and/or committees as appropriate; however, the accountability for them remains with the President.

- Provides overall management and leadership by developing/amending and implementing BFC's Constitution, by-laws, and policies in a manner consistent with the mission and goals of the BFC;
- Ensures that the responsibilities and duties of the Board are discharged on a timely basis;
- Calls and presides over Board of Directors, general and special general meetings;
- Facilitates the development, updating and monitoring of Strategic/Business Plans;
- Establishes, maintains and advances community relations.

Director of Communications

Reporting to the Board, the Director for Communications will set and guide the strategy for all communications, website, and public relations messages and collateral to consistently articulate the Barrhaven Food Cupboard's mission.

- Works closely with the Directors, reviewing and approving all related BFC media material before its release;
- Maintains contact with funders, media, local businesses, key community partners and other stakeholders to promote the BFC and its activities and develops strategies to work effectively with them;
- Works closely with Fundraising Director to identify and cultivate stakeholder relationships with potential new donors;
- Manages the development, distribution, and maintenance of all print and electronic communications material including, but not limited to, newsletters, brochures, social media, and BFC's website;
- Ensures that new and consistent information (article links, stories, and events) is posted regularly;
- Prepares and presents quarterly Reports to the Board and ensures the information is shared with the BFC membership at large through a Board approved medium

Director at Large - Barrhaven Food Cupboard

Duties of a Director at Large will be determined on a case-by-case basis, depending on the needs of the BFC and the skills available.

- New Ad Hoc Committee(s) and new sub-committee(s), under the chairmanship of the Director at Large, may be created by the BFC at the discretion of the Board of Directors;
- Each Standing and Ad Hoc Committee and their sub-committee(s) must be constituted in accordance with their own aims and objectives and in no way contravene or compromise the aims and objectives, and/or the Constitution of the BFC.

**We are also looking to populate the following committee –
Santa Claus Parade, Fundraising, Christmas Hampers and Community Outreach**

Santa Claus Parade Committee –

- Committee meets from May to November once per month
- Will work on the organization and the execution of the annual parade
- Expected to work at the parade on event day

Fundraising Committee –

- Committee will work on creating fundraisers to benefit the BFC
- Meetings will be determined by the committee based on need
- Will work on the annual fundraising gala every spring

Christmas Hampers –

- Committee will run from early November to late December
- Will be responsible for the organization and distribution of hampers
- Will need to be comfortable dealing with people

Community Outreach Committee –

- Committee will be responsible for creating community outreach activities
- Will organize volunteers to attend these activities
- Create relationships with Community Associations and local schools

If you are interested in being a part of the BFC and helping out with any of the committee work or joining the Board of Directors, please contact



**BARRHAVEN FOOD
CUPBOARD**