



TORONTO HOSTELS TRAINING CENTRE

Training for Change

BOARD MEMBERS

The Toronto Hostels Training Centre is a leading-edge non-profit training agency that offers practical, financially accessible training for hostel/shelter staff, managers, volunteers, students in job placements, and agency board members. We are always seeking volunteer board members who possess community based skills and experience in any of the following areas: finance, fundraising, anti-racism/anti-oppression, policy development, training, community programs, and human resources.

Responsibilities and Activities of Board Members

Term of Office

The term of office is three years, with the possibility of two consecutive terms.

Board Meetings

The Board meetings take place once monthly.

Responsibilities of Board Members

- To attend monthly Board Meetings, Annual General Meeting and Certificate Awards Ceremony
- To participate on Board Committees
- To assist in the short-range and long-range planning of the organization
- To ensure that the training programs reflect the mission and vision of the Training Centre
- To support and participate in the activities of the organization including fundraising and community education

Committees of the Board

The Standing Committees are as follows:

- Curriculum Committee (meets monthly)
- Course Committee (meets twice annually)
- Finance Committee (meets as need arises)
- Personnel Committee (meets as need arises)
- By-Law, Membership & Nominating Committee (meets as need arises)

Responsibilities of Curriculum Committee

- Reviews and approves training calendar, sessions, curriculum, certificate programs and instructors
- Identifies program gaps and sector trends with respect to the training provided by THTC
- Reviews workshop and instructor evaluation compilations
- Meets twice annually with Course Committee and Executive Director
- Reviews and approves Course Committee recommendations for future training calendars
- Reviews and approves equivalencies
- Reviews and approves workshop proposals and instructors
- Reviews workshop, curriculum and instructor complaints
- Plus other curriculum related issues that may arise

Responsibilities of Course Committee

Composed of THTC agency member representatives across the shelter and housing sector and the City of Toronto.

The Course Committee has been created to allow for a mix of agency in-put and recommendations with respect to the training workshops offered by the Toronto Hostels Training Centre. The Course Committee is a forum for recommendations only. The recommendations are then forwarded to the Toronto Hostels Training Centre Board of Directors by the Chair of the Curriculum Committee.

- Meets twice annually with Curriculum Committee and Executive Director
- Reviews training calendar, sessions, curriculum, certificate programs and instructors and makes recommendations to Curriculum Committee for future calendar
- Identifies program gaps and sector trends and makes recommendations to Curriculum Committee for future calendar

Responsibilities of Finance Committee

- Meet as need arises
- Reviews all finance issues pertaining to the Training Centre

Responsibilities of Personnel Committee

- Meet as need arises
- Reviews all personnel issues pertaining to the Training Centre
- Along with the Executive Director review resumes, interview and hire new staff

Responsibilities of By-Law Committee

- Meet as need arises
- Reviews Training Centre By-Laws ensuring applicability

Responsibilities of Membership Committee

- Meet as need arises
- Reviews yearly membership applications and renewals

Responsibilities of Nominating Committee

- Meet as need arises
- Recruits perspective Board Members and prepares slate for AGM

In addition, the Board may strike adhoc (temporary) committees that deal with specific programs or issues.

Annual General Meetings

The Annual General Meeting is usually held in April. The business of the meeting includes electing new board members and board officers including President, Vice President, Treasurer, Secretary, appointing the auditors and approving the audited financial statements.

Submit resumes to: Nominations Committee
Toronto Hostels Training Centre
65 Wellesley Street East, Suite 501
Toronto, ON M4Y 1G7

We appreciate your interest, however, only those applicants selected for an interview will be contacted.

The Toronto Hostels Training Centre is an equal opportunity organization and strongly encourages individuals from diverse communities to apply.