

When you don't know
where to turn.™



Quand tu ne sais pas
vers qui te tourner.™

Call for Applications - Board of Directors

The Community Information Centre of Ottawa (CICO-211 Eastern Region)

The Community Information Centre of Ottawa has served the City of Ottawa and surrounding communities since 1974. For over 40 years our Information and Referral (I&R) service has been linking those in need of social and health programs with the agencies that deliver these programs. In 2008, CICO was granted the official license to operate the 211 Service across Eastern Ontario (including Ottawa, the counties of Leeds and Grenville, Renfrew, Kingston, Frontenac, Lennox & Addington, Lanark, Stormont, Dundas & Glengarry, Prince Edward, Hastings and Prescott & Russell). CICO currently operates within a national and provincial 211 service delivery system and is currently reviewing its strategic direction and service offerings.

What is 211?

211 is the information and referral service that provides members of our community with reliable information on community and social services. When you dial the 211 hotline, you are connected with a Certified Information and Referral Specialist who has been trained to assess your needs, answer your questions, and advise you about the services and programs that are best suited for you and your loved ones.

Position Description

We are currently recruiting candidates to join our Board of Directors. While we are generally recruiting for new members, in order to complement the existing board matrix, we are particularly seeking candidates with experience or backgrounds in accounting, financial or legal matters to join the Board.

The Board's role is to ensure that the Community Information Centre of Ottawa establishes strategic priorities and maintains the trust of the community by being clear in its mission, prudent and ethical in its activities, and accountable for its actions. Our focus is on governance, planning, policy-making, and strategic direction. The eight-member volunteer board is comprised of a team of leaders with combined experiences in governance, human resources, legal, business management, communications and technology, community and social services, marketing, fundraising, and health sector services.

Board Member Responsibilities

The ideal candidate has the time and ability to offer meaningful contributions to the Board and CICO's governance through effective communication with senior staff and the other Board members.

The ideal candidate will have the skill-set, expertise and experience necessary to guide the Community Information Centre of Ottawa to continued success. General qualifications we seek in our board members include:

- Non-profit experience with an understanding of the community, health and social services sector
- Board governance experience – particularly with the Governance as Leadership model
- Experience in business development, strategic planning and strategic positioning
- Relationship building skills and ability to work collaboratively with members of the Board and senior staff
- Bilingualism (an asset)

The time commitment is approximately four to six hours per month, depending on current levels of activity. The Board meets on the last Tuesday of every month (September-June) from 18:00 to 20:00. Board positions are elected for a minimum term of two years and may be re-elected for an additional two years.

The Nominations Committee is looking for a qualified candidate to join the Board of Directors as soon as possible. Interested candidates are invited to submit a cover letter and resume to hr@cominfo-ottawa.org.

Please take a moment to browse our website at www.cominfo-ottawa.org to learn more about the organization, the important work that we do, and how you can make a difference!