

MEMBER OF THE BOARD OF DIRECTORS (VOLUNTEER)

The Town of York Historical Society invites passionate, creative, committed and driven people to join our volunteer Board of Directors.

ABOUT THE TOWN OF YORK HISTORICAL SOCIETY AND TORONTO'S FIRST POST OFFICE

The Town of York Historical Society is a group of volunteers interested in the conservation of Toronto's early built heritage and in sharing the stories of the Town of York and early Toronto (1793-1851), particularly through the lens of community, communication, and built heritage. One of the Society's central mandates is to oversee the operation of Toronto's First Post Office, an incorporated non-profit museum and National Historic Site, situated on its original site and within its original walls.

The Town of York Historical Society is led by the following guiding values:

- **INCLUSION:** The Society and Museum are welcoming places. The participation of the community is encouraged and valued.
- **DIVERSITY:** The differences between our experiences are sought out and respected.
- **INSPIRATION:** Through open and effective communication, the Society and Museum facilitates creative experiences that inspire participation.
- **SERVICE:** The Society and Museum provide outstanding service to the community, and will continue to serve future generations.

The Town of York Historical Society and Toronto's First Post Office is committed to supporting a diverse environment and seeks candidates from underrepresented communities. LGBTQ2+, BIPOC, First Nations, people with a disability, and new Canadians are encouraged to apply.

DESCRIPTION OF POSITION

The Town of York Historical Society (TYHS) is seeking passionate and dedicated individuals to join its volunteer Board of Directors.

The Board is responsible for:

- Establishing the vision, goals, and priorities of the Society;
- Developing a strategic long-term plan for the Society;
- Ensuring the long-term financial stability of the Society, including the oversight, development, and management of sources of income;
- Overseeing the organization and management of the Society;
- Establishing fundamental principles;
- Hiring and overseeing the work of an Executive Director to manage the operation of the Society;
- Approving annual budgets;
- Monitoring and assessing the Society's programming, fundraising practices, policies.

Board Members are responsible for:

- Attending regular Board meetings;

- Volunteering to serve on at least one committee;
- Monitoring and managing the goals of strategic developments, financial resources,
- Recruiting new Board Members as required;
- Volunteering to share the work of fundraising events and campaigns;
- Maintaining integrity by maintaining confidentiality and safeguarding sensitive information.

The ideal candidate will have:

- a commitment to the Town of York Historical Society's vision, purpose, and values;
- a strong interest in the St Lawrence community and in the history of the Old Town neighbourhood and the early City of Toronto;
- the ability to commit time required as a member of the Board of Directors;
- previous experience working for a non-profit board is considered an asset.

At this time, the Town of York Historical Society is particularly interested in candidates with skill, knowledge and experience in the following areas:

- fundraising;
- building community and diversity.

TERM AND TIME COMMITMENT

Three (3) year term, approximately (6) hours a month including one regular board meeting per month, preparing for board meetings, participating in committees and attending special events. The amount of time expected of directors will vary depending on involvement in committees.

HOW TO APPLY

To learn more about this board position, please send an introductory email and copy of your resume to board@TOs1stPO.com no later than February 26, 2021.