



**Posting Date: November 30, 2021**

**Posting Close Date: January 31, 2022**

**\*Applications will be reviewed as they are received\***

**Position: Member of the Board of Directors**

**Type: Volunteer**

**Description:**

Fig Tree Foundation (FTF) (<http://www.figtreefoundation.org/>) is a not for profit based in Calgary that supports locally based international CBOs, NGOs and Social Enterprises (collectively referred to as Roundtable Members) working to achieve sustainable impact in developing communities around the world.

Our organization is in an exciting time of growth; with two staff positions and a clearly defined operational plan for 2022. We are looking to build our board to support this transition with Directors who have a passion for impactful and sustainable international development, an understanding that we are all global citizens and our actions at home have impacts around the world, and those who are ready to lend their knowledge and expertise to help drive our strategic plan, but also do the work. Our board is in transition from a working board to a governance board, offering exciting opportunities to engage in the work of our organization.

We are seeking up to three additional appointments to the Board to serve until the next Annual General Meeting, which is anticipated to be held in October 2022. Their continuation as Directors would then be decided by the FTF membership at the 2022 AGM.

**Responsibilities:**

- ❖❖ Attend Board Meetings.
- ❖❖ Review all Board material prior to each meeting.
- ❖❖ Conduct governance and due diligence by asking informed questions.
- ❖❖ Attend the Annual General Meeting of members.
- ❖❖ Attend Board Governance and Board Development workshops when available.
- ❖❖ Provide connections for FTF with potential strategic partners and donors.
- ❖❖ Champion the best interests of FTF both within and outside of the organization.

**Time Commitment:**

The successful candidate is expected to invest four hours monthly for Board meetings, two hours per year for the AGM, four hours monthly on subcommittee and working group meetings and deliverables, and variable time on other duties and attending events, as required. The Board does not meet during the summer months of July & August, and Directors are required to attend a minimum of seven of the ten annual Board meetings (virtually is available when away).

**Qualifications:**

The ideal candidate will have several years of experience as a board member in either the non-profit or private sectors. An understanding of sustainable development would also be a valuable asset, as well as experience in International Development work. Alignment with the FTF guiding principles of collaboration, effectiveness, sustainability, and transparency will be essential. Please refer to our web site for clarity on these guiding principles. **The Board currently has a competency need for Directors with fundraising, legal expertise, and human resources therefor preference will be given to candidates with expertise in these areas, however we will consider applications with any of the following skills & experience:**

- Fundraising
- Business Development
- Finance/analysis
- Legal Issues/Advocacy
- Marketing/Advertising
- Communication
- Monitoring & Evaluation
- Human Resources
- Business Development
- Nonprofit Management
- Governance
- International Development

**Applications:**

Interested applicants who possess the desired qualities should email their resume, cover letter, and completed [FTF Board Interest Questionnaire](#), to cailee@figtreefoundation.com attention to: Cailee Ellis, Chairperson, FTF Board of Directors.

ATTENTION: Applications will be screened as they are submitted, and Candidates may be selected before the deadline closes.

We thank you in advance for your applications, only those who will be considered for the position will be contacted for interviews.