



Volunteer Posting Secretary, Board of Directors

About Us

Future Possibilities for Kids (FPK) is a non-profit organization that coaches children to believe in themselves and lead community change. Since 2001, we have delivered innovative and effective coaching-based programs free of cost to children from communities facing barriers across the Greater Toronto Area. We focus on children ages 9-12 and offer them an alternative learning environment that nurtures a growth mindset, possibility thinking, increases resilience and supports their meaningful engagement with local/global issues.

Over 6,000 children have become leaders through FPK's programs. Building kids, youth and adults as Agents of Change is at the core of FPK's mandate. We see the impact of our leadership program with past participants returning to participate as volunteers and even Board Members.

Position Summary

FPK's Board of Directors set the strategic direction of the organization, ensure adequate resources, and provide governance oversight. The Board is the ultimate source of accountability for the performance and actions of FPK. Our current Board is comprised of committed and enthusiastic individuals who bring a wide array of knowledge and expertise in the areas of strategic organizational development, risk management, financial management, fundraising, marketing, and research and evaluation.

We are currently looking for a candidate with a high degree of personal commitment to further our mission as Secretary of FPK's Board of Directors. Broadly, the key responsibilities of the Secretary include ensuring:

- Performance of all secretarial functions for the Board
- Recording of minutes at all regular and special Board meetings
- Circulation of minutes and agendas to the Board prior to each meeting
- Issuance of notices for Board meetings
- Maintenance of all records and correspondence related to Board functions and actions

The successful candidate must be able to serve a two-year term and should be able to devote up to 4 hours per month to:

- Attend Board meetings (currently via Zoom)
- Participate on a Board committee and/or fundraising efforts
- Attend annual events such as the Annual General Meeting and strategic planning sessions

FPK is committed to recruiting members to its Board of Directors who reflect the diversity of the communities we serve. Indigenous People, People from African/Caribbean/Black communities, Racialized People, People with Disabilities, Lesbian, Gay, Bisexual, Transsexual, Transgender, Queer People and people from historically under-represented equity seeking groups are strongly encouraged to apply. FPK is committed to providing accommodation to people who are differently abled.

Application Instructions

To apply for a position, please complete the application form linked here: [Board Application \(Secretary\) - Formstack](#) . Make sure to attach your resume or statement of interest in it. We thank all candidates for their interest. We reserve the right to reply to and follow-up with only the candidates selected for an interview.