



# Board Recruitment

The Canadian Mothercraft Society (“Mothercraft”) is currently recruiting candidates for the Board of Directors. The nomination and election of candidates will take place at the Annual General Meeting which will be held on Monday, June 23, 2025.

## About Mothercraft & the Role of the Board of Directors

Mothercraft is a registered charity first incorporated in 1931. The over-arching mission of the organization – *to support healthy child development and strengthen families* – has remained the same over many decades, however, the depth and breadth of services offered to families has shifted over time. Today, Mothercraft is a multi-service organization with 8 locations and 140 full- and part-time staff. Mothercraft’s current range of services includes:

- Award-winning early intervention programs for families who are dealing with complex issues including substance use and family violence
- High quality, centre-based child care for children aged 0 to 4 years
- Family support programs for parents and caregivers in midtown Toronto
- Post-secondary education for students and training for early learning professionals

Mothercraft is a children’s mental health organization and an accredited Ontario Career College. Mothercraft is enrolled in the Canada Wide Early Learning and Child Care programs and currently operates 5 licensed child care centres. We will be opening a new centre in Toronto later in 2025, are developing new centres in Peel, and we have a target to operate an additional five more centres over the next five years. Mothercraft has an annual operating budget of approximately \$12M and receives funding from all three orders of government, private foundations, individual and corporate donors, in addition to fee-based programs at our college.

The Board of Directors is the legal entity and authority for Mothercraft in the execution of its charitable activities and provides high-level, strategic directions to its staff through the Executive Director. Oversight and governance accountabilities of the Board include: the development and monitoring of policy directions; the development and achievement of a strategic plan; the financial stability and continuance of the organization; as well as ensuring the organization is compliant with all regulatory, statutory and funding provisions. Mothercraft does not engage in fundraising activities and Board Directors are not expected to fundraise.

In keeping with its ongoing commitment to diversity, equity and inclusion, Mothercraft is seeking Board candidates who reflect the communities the organization serves. Individuals who self-identify as Indigenous, persons with a disability or members of a racialized group are encouraged to apply.

## Board Composition & Eligibility

The Mothercraft Board is made up of a minimum of ten (10) and a maximum of fifteen (15) Directors, all of whom bring a wealth of professional and/or personal experience to the organization. Candidates are

asked to highlight any expertise they have to offer the Board in their expression of interest. Mothercraft is committed to diversity and to representing the communities it serves. Individuals who identify with a diversity group – gender, ability, ethno-racial background, etc – are encouraged to apply. Candidates must be at least 18 years old to be considered eligible. Individuals who are currently accessing clinical services (or have accessed clinical services within the last three years) are not eligible to serve on the Board as per Mothercraft policy. Individuals who are current users of non-clinical services (i.e., childcare, EarlyON, training) are eligible to serve on the Board and are asked to identify their connection to a Mothercraft program in their application. No more than five Directors may be current service users.

Once elected, Board Directors are required to undergo a Police Reference Check and to sign Mothercraft's Code of Ethics, Code of Conduct, Conflict of Interest and Confidentiality policies. (These are available in advance upon request.)

## Time Commitment

The Board meets every two months between September and May (five meetings in total). Should any urgent matters arise, additional meetings may be scheduled. All Board meetings are held in the evening on the last Monday of the month and are typically two hours in duration. Board Directors are expected to review all materials in advance and be active participants in the decision-making process. Currently, meetings are hybrid (in-person and virtual), however, in-person attendance is encouraged. Board Directors are expected to attend the Annual General Meeting in June and to participate in at least one of the Standing or Ad hoc Committees of the Board. The work of the committees is often cyclical. Generally, committee meetings are never more than once per month and are typically less than two hours in duration.

## Expression of Interest & Selection Process

Individuals who would like to be considered for nomination by the Mothercraft Board are invited to submit a resume and cover letter expressing the skills, experience and expertise they have to offer the organization. The recruitment and selection process will be carried out as follows:

<b>Recruitment and expressions of interest</b>	<b>April 3<sup>rd</sup> - April 21<sup>st</sup></b>
<b>Review of resumes and invitation to interviews</b>	<b>April 22<sup>nd</sup> - April 25<sup>th</sup></b>
<b>Interviews (virtual) with prospective candidates</b>	<b>April 28<sup>th</sup> - May 9</b>
<b>Selection of nominees and follow up with all candidates</b>	<b>May 15<sup>th</sup> - May 22<sup>nd</sup></b>
<b>Slate of candidates presented to Board (as per policy)</b>	<b>May 26<sup>th</sup></b>
<b>Election of slate at the AGM</b>	<b>June 23<sup>rd</sup></b>

### Resumes & cover letters should be sent to:

**Succession Planning Committee**  
**c/o Deb Morson, Executive Assistant [deb.morson@mothercraft.org](mailto:deb.morson@mothercraft.org)**

Interviews will be conducted virtually. Thank you for your consideration.