



Œuvre des Manoirs
Ronald McDonald
House Charities
Ottawa

Position Profile: Board Member

Keeping Families Close™
Garder les familles ensemble

The Organization

Since 1984, Ronald McDonald House Charities Ottawa (RMHCO) has provided a safe, inclusive, and compassionate place for families to call 'home'. Providing the comforts of home to out-of-town families whose children are seeking treatment at the Children's Hospital of Eastern Ontario (CHEO) allows them to focus on their child's health and removes the financial burden and the commute they would otherwise incur. RMHCO also operates two Family Rooms within the hospital, providing all families a space to rest and recover, as well as access to the comforts of home while spending long days in the hospital. These Family Rooms are used primarily by families who reside in Ottawa.

RMHCO operates independently and works closely with the greater Ronald McDonald House Charities network (across Canada and globally). Our House can currently accommodate 14 families at a time. Our staff complement is 8 and we have 92 volunteers who help with operations. Our annual operating revenue is a little over \$1 million. We have firm plans to significantly expand the House and the required fundraising over the next few years. This is an exciting time to join our organization.

Our Mission

We are dedicated to providing a warm, safe, affordable and compassionate environment in our Manoir Ronald McDonald House Ottawa, and our Family Rooms, for families of seriously ill children receiving medical services.

The Opportunity

The RMHCO Board of Directors is responsible for approving the strategic direction of RMHCO and establishing appropriate governance and risk management strategies to ensure promotion of the mission, protection of the assets, and sustainable long-term growth and viability. Directors ensure the affairs of the organization are conducted in accordance with approved policies and by-laws.

We are seeking candidates who are:

- Passionate about the mission of Ronald McDonald House Charities Ottawa
- Committed to being an active member of the Board, able and willing to fulfill all key responsibilities – governance, strategic planning, financial, risk management and oversight
- Community ambassadors who will promote the vision, mission, and goals of RMHCO in the community
- Dedicated volunteers who will engage in all board activities, while supporting and promoting a culture of high performance, ethical behavior, accountability, transparency, and open communication

- Engaged in identifying and securing financial resources and partnerships to enable RMHCO to advance its mission
- Committed to professional development and will attend trainings and workshops as appropriate to expand their skills and knowledge
- Prepared for, and will attend Board meetings, actively participating in discussions and decisions
- Committed to providing counsel and reviewing strategy and approaches, based on specific areas of expertise.

Candidate Profile

RMHCO is seeking individuals to join the Board of Directors, experienced in one or more of the following areas:

- Capital Campaign fundraising
- Human Resources
- Construction Project Management
- Pediatric Healthcare
- Financial Management and Risk Oversight
- Live experience with RMH

Ronald McDonald House Charities Ottawa has made the decision to implement a COVID-19 vaccination policy for all staff, volunteers, guest families, visitors, and contractors. Proof of Vaccination is required.

Commitment

- The Board typically meets 5x/year for 1.5 hours
- Subcommittees meeting an additional 4-5x/year for 1 hour
- The AGM is an additional 1.5-hour long meeting, held in June
- Preparation for Board and committee meetings is essential and should be factored into the overall time commitment expected from Board members
- Remaining engaged between meetings through updates on Directorpoint, as well as keep attendance and contact info on the portal is expected

Core Competencies:

- **Communication Excellence**
The ability to convey ideas persuasively in a clear, concise manner. Excellent written, verbal, presentation and interpersonal skills.
- **Relationship Management**
A commitment to build and maintain a positive rapport with internal and external stakeholders. Recognition of the role that donors, partners and colleagues all play in the success of RMHCO and RMHC Canada.
- **Leadership**
Engages and inspires others to help accomplish team and organizational goals. Maintains professionalism under pressure. Models the RMHC core values.

Application Process: Applications will be accepted until July 1, 2022. If you wish to apply, please submit your resume by email to careers@rmhottawa.com. Although we appreciate the interest of all candidates, only those invited for an interview will be contacted. RMHCO is committed to offering reasonable accommodations to job applicants with disabilities. If you require accessibility accommodations to participate in the recruitment process for the above position, please state required accessibility accommodations with your email application. Successful candidates will need to undergo a successful Vulnerable Sector Screening Police check.

RMHCO welcomes the unique contributions that candidates can bring in terms of diverse backgrounds and lived experiences and encourages applications that represent the families we serve.