

## VOLUNTEER BOARD MEMBERS

---

Kingston Literacy & Skills (KL&S) is currently seeking application from interested community members, to join our Board of Directors.

### About:

The best way to predict your future is to create it, and Kingston Literacy and Skills (KL&S) will be there for you every step of the way.

A non-profit community organization composed of professional staff and devoted volunteers, KL&S delivers literacy upgrading and workforce preparation programming to adults and families in Kingston and its surrounding communities.

Since 1977, we have been committed to supporting adults with low literacy skills. We work with them to help them achieve their goals of further education, employment or independence.

### Term of Office:

Board Members are elected for two-year terms. The Board meets on the last Monday of every month, but do not meet in July, August, or December. A Board Member can expect to spend 4-5 hours per month on Board related activities and committees.

### Qualifications:

The ideal successful candidate should:

- Be an active participant by being prepared, sharing ideas freely and understanding the mandate, vision, objectives, and policies of KL&S
- Attend monthly evening meetings to take place at 16 Bath Road, Kingston ON
- Attend any required training organized to accommodate member's schedules
- Attend the Annual General Meeting in September of each year

The successful candidates will have the following characteristics:

- Ability to make a time commitment
- Good judgement

---

### Kingston Literacy & Skills

16 Bath Road, Unit # 7, Kingston ON K7L 1C4 Phone: 613.547.2012 Fax: 613.547.2024 Website: [www.klandskills.ca](http://www.klandskills.ca)

- Strong communication skills
- Compassion and respect for others
- Willingness to learn
- A sense of wider community and passion for the mission of the organization
- Board experience is an asset but not required

KL&S would welcome applications from individuals with experience in the following sectors:

- Legal
- Finance
- Community/Social Services
- Health
- Education
- Library Services

#### How To Apply:

Interested persons may send resumes with an expression of interest using the subject line “*Board Opportunity*” by email to [cdowdall@klandskills.ca](mailto:cdowdall@klandskills.ca).

At Kingston Literacy & Skills we strive to promote diversity in the workplace and on the Board of Directors. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, we will provide accommodation to interested applicants with disabilities.

---

#### Kingston Literacy & Skills

16 Bath Road, Unit # 7, Kingston ON K7L 1C4 Phone: 613.547.2012 Fax: 613.547.2024 Website: [www.klandskills.ca](http://www.klandskills.ca)