

## **About BrainTrust Canada**

BrainTrust Canada is a nonprofit organization dedicated to supporting individuals and families living with the effects of brain injury. Through education, awareness, prevention, and advocacy, we strive to ensure all individuals affected by brain injury are valued, supported, and engaged in their communities. We work collaboratively with partners throughout British Columbia and beyond to build a strong network of support, information, and education.

Our mission is to bring the issue of brain injury to the forefront, reduce preventable brain injuries, and improve the quality of life for those affected.

## **About the Board of Directors**

The Board of Directors provides strategic leadership, governance, and oversight to BrainTrust Canada. The Board is responsible for setting internal policies and procedures, supporting organizational growth, overseeing performance, and ensuring overall accountability. We are currently seeking new Board Directors who are passionate about making a difference in the brain injury community and who are committed to helping a grassroots nonprofit thrive.

We welcome applicants with leadership and networking skills, nonprofit and governance experience, and/or lived experience with brain injury.

## **Term**

Board Directors are appointed for a one (1) year term, with the possibility of renewal. Terms typically begin at our Annual General Meeting held in May.

## **Meetings**

The Board meets six (6) times a year, via videoconference. Meetings are typically one and a half (1.5) hours in length. In addition to attending and preparing for meetings, Directors are expected to participate in ongoing email or phone discussions as needed and serve on committees where appropriate.

## **Duties**

- Support the Executive Director and Board in developing and fulfilling short-, mid-, and long-term strategies.
- Assist in identifying and developing fundraising and development opportunities.
- Contribute to the advancement and achievement of BrainTrust Canada's strategic plan.
- Actively participate in financial and strategic discussions impacting the organization.
- Champion collaboration, supporting the Board, staff, and stakeholders to work toward common goals.
- Review and recommend policies, procedures, and tools to improve organizational planning, growth, evaluation, and reporting.
- Perform additional duties as assigned.

## **Expectations**

- Support and promote the mission, vision, and values of BrainTrust Canada.
- Help establish and maintain a governance structure to oversee and evaluate operations.
- Attend all Board meetings, the Annual General Meeting, and BrainTrust Canada events as required.
- Actively participate on one or more Board Committees.
- Provide insights and recommendations based on professional and/or personal experience with brain injury.
- Collaborate effectively with a variety of stakeholders and community partners.
- Develop a working knowledge of BrainTrust Canada's policies and procedures.
- Review Board meeting materials and other circulated documents in advance of meetings.
- Maintain positive, professional relationships with fellow Board members, staff, and stakeholders.
- Adhere to confidentiality agreements and Board codes of conduct.
- Perform all duties to the best of your ability and in the best interest of BrainTrust Canada.
- Work as part of a compassionate leadership team in an open, honest, and constructive manner.

## **Application Process**

All applications will be considered on merit; however, preference will be given to candidates with experience in law, business development, fundraising, marketing, government relations, or lived experience with brain injury. BrainTrust Canada is committed to principles of diversity, equity, and inclusion, and we encourage applications from candidates who reflect the communities we serve.

## **Compensation**

Directors serve on a volunteer basis and are not remunerated. Reasonable expenses incurred while performing Board duties may be reimbursed.

## **Commitment**

Board Directors should anticipate a minimum commitment of approximately 3–4 hours per month for meetings, committee work, and board-related activities, some of which may occur during business hours.

## **How to Apply**

If you are interested in making a meaningful impact through Board leadership with BrainTrust Canada, please submit a cover letter outlining your interest and the skills and experience you bring to the Board, along with your resume, to: Amanda McFarlane; [amcfarlane@braintrustcanada.com](mailto:amcfarlane@braintrustcanada.com)