



Immigrant Women Services Ottawa

Call for Board Members

Immigrant Women Services Ottawa (IWSO) is a dynamic agency making a difference in the community. IWSO is looking for individuals with the following skills or experience to fill current vacancies on the Board:

- Legal background (Family Law; Immigration Law; Employment Law)
- Fundraising experience

The Nominating Committee would like to receive nominations from individuals who have one or more of the above skills or experience and have an interest in the services and programs of IWSO.

IWSO would like to ensure its Board of Directors reflects the clientele the organization serves. We are particularly interested in qualified candidates who also offer lived experience as:

- A newcomer to Canada / a racialized woman;
- A survivor of violence;
- A member of the LGBTQ+ community;
- Youth or seniors.

You are encouraged to self-identify as a member of one of the above-mentioned groups when applying. Please see the attached Job Description for more information on the duties, responsibilities and expectations of IWSO Board Members.

If you would like to be considered, please send us your resume and a one-page letter outlining your interest in IWSO and the relevant skills or qualifications you will bring to the position.

Applications may be sent to infomail@iwsoc.ca by June 27, 2025, and addressed to the Nominating Committee.

Please note that interviews of shortlisted candidates will take place after July 7, 2025, in the evenings, by Zoom.



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Job Description IWSO Board Member

Statement of Responsibility

The Board of Directors is the legal authority for Immigrant Women Services Ottawa (IWSO). As a member of the Board, a Director acts in a position of trust and is responsible for the effective governance of the organization.

The Board of Directors emphasize:

- Strategic leadership and its fiduciary responsibility;
- Clarification between the Board and staff roles;
- Social justice, anti-oppression, and equality for all women.

Duties

- Attend Board meetings up to 8 times per year (every other month)
- Participate on at least one Board Committee
- Review and amend the vision, mission and objectives of the agency as deemed necessary
- Review and amend the By-Laws and operational policies and procedures
- Participate in the implementation of IWSO's Strategic Plan
- Define and review programs and services within the policy framework of IWSO
- A commitment of approximately 5 hours per month

Qualifications

- A strong commitment to the vision, mission, mandate and values of IWSO
- Demonstrated leadership skills
- An understanding of the issues affecting immigrant women
- An understanding of the Violence Against Women and Settlement & Integration Sectors
- Ability to contribute to strengthening the financial base of IWSO
- Able to offer lived experience as a newcomer to Canada, survivor of violence, or both
- Ability to communicate well in English.

Term

Directors serve a two-year term and may be elected for an additional two consecutive terms for a total of 6 years.