

Toronto Home Retrofits

Board of Directors

Call for Applications

Are you passionate about working with Toronto communities to accelerate emissions reductions from single-family homes? Do you want to help guide and build a new and exciting organization dedicated to driving real climate action? Are you willing to be actively involved in the organization's operations?

Toronto Home Retrofits (THR) is looking for dedicated volunteers to join our Board of Directors. We are seeking two to three nominees including for the roles of Treasurer and Secretary for terms beginning in early 2025, who are comfortable with serving on an operational board and can commit the necessary time to participate actively.

About Toronto Home Retrofits

[Toronto Home Retrofits](#) (THR) is a newly established grassroots organization, incorporated in March 2023, with a mission to reduce the carbon emissions of Toronto's homes. Launched by the leadership team from the [Pocket Change Project](#), THR builds on a proven, volunteer-focused approach, collaborating with community groups across Toronto and a network of partners to provide homeowners with peer support and expert personalized assistance as they plan and implement their home's decarbonization.

THR is addressing a critical need in the market. With single-family homes causing nearly one-fifth of Toronto's emissions, electrifying these homes is essential to achieving the City's goal of net-zero community-wide emissions by 2040. However, even homeowners motivated to eliminate their emissions face conflicting information and many obstacles. THR focuses on removing these barriers by sharing experience and information within communities and from experts. We are experiencing a high level of interest from both communities and homeowners and are working actively with several community groups to develop their own Pocket Change-like home decarbonization initiatives.

Despite being a new organization, THR has already garnered significant support and success. The active and committed volunteer team is complemented by a full-time Executive Director, a seasoned non-profit leader. We are generously backed by

high-caliber funders, including Toronto Hydro and The Atmospheric Fund (TAF). While we are driven by climate-related motivations, we balance our climate goals with moments of fun and community-building to stay motivated and connected.

As we move forward, the next several years will be formative and critical for THR's long-term success. Our focus is on establishing a strong foundation that will enable us to drive impactful climate action and make significant strides toward a sustainable future.

Board Director Responsibilities

Board Directors are a critical component of THR's governance and operations. Currently, this is an operational board, meaning directors are actively involved in day-to-day activities as well as strategic direction. Following the hiring of an executive director this past May, a transition to a governance board over the next several years has begun. The Board is active in building a responsible and effective organization and overseeing the early operational activities of THR.

The Board's activities include:

- **Strategic Oversight:** Provide strategic guidance to ensure THR's activities align with its mission and long-term goals including performance management of the Executive Director.
- **Fundraising and Business Development:** Leverage networks to help secure funding and support for THR.
- **Diversity and Inclusion:** Embrace diversity and promote inclusiveness in all aspects of THR's organization and activities.
- **Financial Stewardship:** Ensure the responsible management of THR's assets and financial resources, including overseeing budgeting, investment strategy, financial management, and risk management.
- **Governance and Compliance:** Ensure THR adheres to legal and ethical standards, maintaining transparency and accountability in its operations. Comply with all Board bylaws, policies, and directives.
- **Operational Support:** Support and enable the Executive Director to achieve the organization's strategic plan. This includes participating actively in the organization's operational activities, attending events, assisting with projects, and providing hands-on support to ensure the smooth execution of THR's programs and initiatives.

Directors also typically participate in committees/working groups, sharing their expertise with staff and volunteers to advance the organization's mission.

Nominee Qualifications

THR is expanding its board from its current three members to add two or three new Directors, including a Treasurer with a strong financial background and a Secretary with governance experience.

We are seeking candidates for our Board team who bring:

- **Mission Alignment:** A passion for climate action and reducing carbon footprints is essential. A commitment to community-based action to accelerate the transition to a low carbon economy. Experience in or knowledge of home retrofits, energy efficiency, and sustainability practices is desirable.
- **Toronto Resident:** As THR is dedicated to collaborating with Toronto communities, Directors must live or work in the Toronto area to ensure a deep understanding of local needs and challenges.
- **Positive Approach:** Strategic mindset, team player, advance preparation, active participation, action on commitments, and excitement about contributing to the organization's growth and success.
- **Additional Functional Skills:** Expertise in finance, organizational development, fundraising, legal, marketing, communications, human resources, community organizing, or other relevant areas that support the operational and strategic needs of the organization.
- **Diversity:** We welcome candidates of all ages across all aspects of diversity, especially BIPOC individuals. Diverse boards are better boards, bringing varied perspectives and experiences that enrich our work.
- **Previous Board Experience:** Knowledge of and experience in governance practices in the private and/or not-for-profit sectors is preferred but not essential. An understanding of board responsibilities and a willingness to learn are key.
- **Lived Experience:** While not required, we highly value candidates who have personally undertaken home retrofits and/or electrified their homes. This lived experience can provide practical insights and a deeper connection to our mission.

Additional details on the specific duties and qualifications for the Treasurer and Secretary roles are provided at the end of this posting.

Time Commitment

The Board meets virtually each month at a time that suits the group. As an operational board, Directors typically contribute up to 6 to 12 hours per week, though this may vary depending on activities such as committee meetings, strategic planning, business development, donor cultivation, or board training.

Board terms are three years, with the option to renew for up to two consecutive terms.

To Apply

If the opportunity to contribute to THR's success by contributing your time, enthusiasm, and expertise appeals to you, please apply by sending a resume and cover letter describing your interest to HR@torontohomeretrofits.ca by **December 20, 2024**.

If you're interested but not ready to take on these board positions, we would still like to hear from you! Please apply and indicate that you are interested in participating as a volunteer.

We thank all candidates for their interest, though we will contact only those selected for an interview.

Position Descriptions

Treasurer

The Treasurer will lead the establishment of sound financial governance for our growing organization and oversee ongoing financial operations, supported by the Executive Director, contract bookkeeper, and accounting firm. Responsibilities include:

- Establishing financial and purchasing policies
- Developing and delivering financial reports to the Board
- Overseeing banking and investments
- Guiding insurance acquisition
- Ensuring compliance with funder and government reporting requirements
- Establishing the budgeting process and reviewing/recommending budgets
- Supporting the application for charitable status

- Assisting with fundraising and proposal preparation

Qualifications

Candidates for Treasurer should be committed to the organization's mission and possess:

- Demonstrated experience in developing and overseeing sound financial practices, including policies and governance
- Prior relevant Board experience
- Experience in a non-profit or charitable organization (preferred)

Secretary

The Secretary will support the Board's operations and ensure effective governance. They will guide Board deliberations to foster clear decision-making and help plan Board activities for sound governance. Responsibilities include:

- Assist the Chair with the preparation and distribution of agendas and other meeting materials, and with organizing Board, annual general and other corporate meetings
- Contributing to clear and well-considered decision-making at Board meetings
- Recording and distributing meeting minutes
- Maintaining a calendar of Board activities and agenda items
- Managing the Board's contact list
- Building and maintaining an organized online directory of corporate records, including minutes, bylaws, and correspondence
- Facilitating the filing of reports to funders and government
- Managing correspondence as needed

Qualifications

Candidates for Secretary should be committed to the organization's mission and possess:

- An understanding of governance through training and/or previous Board experience
- Knowledge of effective meeting practices, decision-making processes, and governance policies
- Strong organizational and writing skills