



Dare to Care is a national award-winning charitable organization based in Calgary. The program was founded in 1999 due to the need to address the pervasive and crippling issue of bullying and mental illness that continues to impact children, youth and adults to this day. The organization provides 3 signature programs for school communities and amateur sport organizations:

- 1) Interactive and age appropriate workshops for children and youth
- 2) Education sessions for parents
- 3) Extensive professional development for teachers, administrators, coaches, officials and management.

In January 2020, Dare to Care reached its 1,000,000th participant but all of that came to a sudden halt in March due to COVID-19. It is unknown when third party programs, such as Dare to Care, will be allowed to continue with in-person facilitation. As a result, we have made the decision to 'lift and shift' our in-person programs to an online format. While we look forward to working face to face again, the online program is an exciting new direction that will allow us to have far greater reach. This is a new and unknown platform for Dare to Care and we are in need of several additional board members to work with the Executive Director in ensuring our successful transition into the virtual world while maintaining our status as Canada's most comprehensive bully prevention program.

We are a lean but very passionate group of educators and community minded individuals who want to continue creating safe and caring communities where all children and youth can thrive in life, learning, and play. The board meets 5 or 6 times a year but individuals will be expected to communicate and work with the Executive Director more frequently, depending on events and/or projects.

We are looking for the following Board positions to be filled.

1) SECRETARY

If you love organizing and communicating, the role of Dare to Care secretary may be a great path for you. This is an opportunity to not only be part of the inner workings of Dare to Care but the opportunity to make REAL impact. The Dare to Care secretary will

play a critical role in fostering communication and ensuring proper management and utilization of important organizational records.

KEY RESPONSIBILITIES

- **Communication** - The secretary of the corporation is an active conduit for communication between the board, management, and members (if any), by giving proper notice of any meetings and timely distribution of materials such as agendas and meeting minutes.
- **Scheduling and Materials** - The secretary is responsible for scheduling board meetings and should ensure an adequate number of meetings are held per year, in accordance with the organization's bylaws. The secretary prepares and sends meeting materials far enough in advance of the meeting for each director to review such materials, correct any errors, and prepare questions and comments.
- **Minutes of Meetings** - The secretary is also charged with recording minutes of meetings and submitting to directors for amendments or approval. The secretary should be well-equipped to record accurate minutes and be aware and sensitive to any special or confidential information discussed at a meeting.
- **Maintenance of Corporate Records** - As the custodian of the organization's records, the secretary is responsible for maintaining accurate documentation and meeting legal requirements, such as annual filing deadlines.

2) COMMUNICATIONS AND P.R.

It is vital that Dare to Care establish and maintain regular, timely and positive public relations in the organizations with which we work and the community at large.

The Communications & PR position will involve working with the Executive Director in making strategic development decisions affecting Dare to Care. The role includes the responsibility for leading and managing communication and market promotion of the Charity. All communications efforts will both enhance the credibility of the charity and help achieve its vision, mission and mandate.

Key Responsibilities

The Board member will work with the Executive Director to:

- Develop and lead a comprehensive and integrated communications plan that supports the strategic plan of the charity;
- Facilitate media relations, public relations and government relations;
- Prepare press releases, organizational correspondence, briefing notes, reports, presentations, stewardship communication;
- Work with the Dare to Care graphics coordinator to maintain Dare to Care's website, social media, annual reports, newsletters, brochures, and other

collateral marketing and communications materials, including the execution of said materials

- Apply for awards and recognition opportunities
- Accept other related duties as required.

3) FUND DEVELOPMENT:

The Fund Development position will involve working with the Executive Director in planning and maintaining revenue-generating opportunities. All Fund Development efforts will both enhance the credibility of the charity and help achieve its vision, mission and mandate.

Key Responsibilities:

The Board Member will work with the Executive Director to:

- Build the awareness of Dare to Care through the identification, cultivation, solicitation of new donor possibilities
- Researching new Grant possibilities
- Create a fundraising committee and oversee the management and support of fundraising events of the charity;
- Contribute to content development for all funding opportunities (Grant writing);
- Work with E.D. on presentations to donors and at public events to attract funding.

4) LEGAL ADVISOR

This will involve providing legal support to Dare to Care and maintaining the integrity of Dare to Care's governance framework. The role will focus on ensuring that the charity is run in accordance with sound corporate governance practices and that Dare to Care's legal interests are protected in performing its services in pursuit of its mandate.

Key Responsibilities:

- Provide advice to the Board of Directors on governance matters, as required
- Provide advice to the Executive Director on legal matters arising out of the day to day operations of Dare to Care
- Review corporate documents and legal agreements for Dare to Care
- Draft contracts and /or revise existing Dare to Care contracts, as required

