



**NEW  
CANADIANS  
CENTRE**  
PETERBOROUGH

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**January 20, 2025**

Thank you for your interest in joining the Board of Directors of the New Canadians Centre. Serving as a Board member is an important and valued role within our organization, helping to provide leadership and steward the best interests of the New Canadians Centre as we work towards achieving our mission. We are committed to a fair and transparent board recruitment process that cultivates diverse perspectives and skill sets among board members.

### **Board Structure and Commitment**

Board meetings are held monthly between September and June in the evenings, typically from 6:00 to 8:00pm. The Board has four standing committees: Governance & HR, Policy, Recruitment, and Finance; board members are expected to serve on at least one committee. The time commitment for board members is between 5 and 10 hours per month, which includes reviewing the meeting package, attending board and committee meetings and follow-up. Directors are encouraged to attend virtual and in-person community activities organised by the NCC (e.g., community potlucks, annual celebration etc.).

The Annual General Meeting is tentatively scheduled for Thursday May 29, 2025 from 5:00-7:00pm.

### **Positions Available & Priorities for Recruitment**

This year, we will be electing three positions for two-year terms. Board members may serve three consecutive two-year terms. The positions will be filled based on an assessment of a) candidate's experience and skills b) equity, diversity and inclusion, with a particular focus on immigrant & refugee candidates to reflect our client population, and c) the current recruitment priorities identified by the Board, specifically individuals with well-rounded experience, and with specific experience in facilities management, capital campaigns, and/or IT/cybersecurity.

Please find below a link to the online application form in this package. Your application must be received by 5pm on Feb 23, 2024 to be considered for review. Please contact [boardrecruitment@nccpeterborough.ca](mailto:boardrecruitment@nccpeterborough.ca) if you have any questions or if you require accessibility accommodations.

Best regards,

Ghazi Jarrar  
Chair, Board Recruitment Committee, New Canadians Centre

Committee Members: Rob McDonald, Ghada Hussein, Ghazi Jarrar, Tracey McConnery

### **Application Instructions**

[Please complete the application form available at this link](#), including uploading a copy of your CV.

If you have any technical challenges with the application process, or for accessibility accommodation requests, please contact [boardrecruitment@nccpeterborough.ca](mailto:boardrecruitment@nccpeterborough.ca) or phone 705-743-0882 and ask to speak with Kirk Kuipers, HR and Admin Officer.

## **An Introduction to the New Canadians Centre**

The New Canadians Centre (NCC) empowers people who are new to Canada, so they can be recognized as equal and valued members of Canadian society, and we provide leadership to cultivate their meaningful economic, social, and cultural inclusion in our community.

The work of the NCC is broadly divided into Client Services and Community Development, and is supported by the Corporate Services team. We currently have over 45 staff on our team and a \$4 million annual budget.

### **Client Services**

- Each year, over 2000 immigrants, refugees and newcomers are served at the New Canadians Centre. Our clients come from over 100 countries and speak over 50 different languages.
- Newcomers can access a variety of programs and services, such as settlement counselling, employment counselling, language assessment, transitional support, workshops (e.g. taxes and citizenship), English conversation groups, women's group, skills training, youth programming and activities, and recreational outings.
- Settlement staff meet with clients at our office (221 Romaine Street) and also work with the Kawartha Pine Ridge District School Board and Peterborough Victoria Northumberland Clarington Catholic District School Board to provide itinerant services in schools. We also provide services online and by phone where convenient for clients or necessary due to health regulations.
- We have a satellite office in Northumberland (600 William Street, Cobourg) that provides settlement and community connections services.
- In 2016, we were designated as a Welcome Centre for Government-Assisted Refugees (GARs) and have since welcomed and supported over 500 GARs from various countries including Afghanistan and Syria.
- Our work is supported by volunteers who assist with one-on-one English tutoring, lead English classes and other workshops, help with events, and provide social and community connections to newcomers.

### **Community Development**

- The New Canadians Centre is the lead agency of the Peterborough Immigration Partnership (PIP). Established in 2008, the Peterborough Immigration Partnership (PIP) is a community-based partnership of individuals and organisations (including the New Canadians Centre) which envisions a community where the meaningful economic, social and cultural integration of newcomers ensures a prosperous and inclusive community for all. The work of the PIP is guided by the Strategic Plan 2022 - 2025 which articulates the goals that need to be met to achieve meaningful integration in a welcoming community.
- We collaborate with partners to provide professional development for interpreters, ESL providers and support team members for government-assisted refugees.
- Community members can access French and Spanish conversation groups, and have the opportunity to engage in outreach programs such as the Living Library Program and the Community Training Program (diversity and inclusion training).

- We organise programs and events to celebrate the diverse cultures in Peterborough, including the Canadian Multiculturalism Festival, Lessons from the Land and Welcoming Week.
- We work with partners to support workplace integration and develop innovative training opportunities to engage clients who have barriers to accessing traditional pathways to employment. The areas of focus include food services, sewing, computer and financial literacy.
- Community engagement staff manage a variety of social media accounts to share information about our programs and activities, including [welcomepeterborough.ca](https://welcomepeterborough.ca), a customized immigration portal for those looking to relocate to Peterborough to learn about our community.
- Support from community partners enables us to administer the Peterborough Welcome Pass program. This allows newcomers to have free or subsidized access to cultural institutions and programs in Peterborough for 1 year.
- The Fund Development Team works closely with staff and volunteers to gather and share stories of donor impact, and to maintain relationships with our many generous donors.

More information about our programs and activities is available on [our website](#), in the [monthly e-newsletter](#) and in [our Annual Report](#).

### **45 years of Inspiring and Encouraging Newcomers #WeBelong**

In 1979, a small group of local community members gathered to sponsor refugees fleeing the communist regime in Vietnam. They formed the Peterborough Newcomer Language Orientation Committee (PNLOC) in order to welcome and provide support to refugees. This group eventually grew into the New Canadians Centre, offering expanded services to immigrants and refugees.

In 2024-2025, we are celebrating our 45<sup>th</sup> years of bringing people together.

### **Looking Ahead**

In 2025-2026, the Board of Directors will support the Executive Director in providing broad oversight of the implementation of Strategic Priorities identified in our 2022-2027 strategic plan. As ambassadors, they will share the impact of the New Canadians Centre widely and work with staff to engage and steward supporters. With our organization's recent growth, the Board of Directors is focused on decisions about our long-term space needs and creating a sustainable funding model.

***AUTHORITY/RESPONSIBILITY:***

The Board of Directors is the legal authority for the New Canadians Centre in Peterborough (NCCP). As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization. Directors are obligated:

- To follow all policies and procedures, as outlined in the NCC's by-laws and policies.
- To participate in all monthly Board meetings and in the meetings of at least one Board Committee.
- To participate in the Annual General Meeting.
- To act in the interest of new Canadians consistent with the NCCP's mandate, mission and values.

***QUALIFICATIONS/SKILLS:***

Knowledge and skills in one or more areas of Board responsibility: finance, governance, human resources, or strategic priorities of the current Board.

***TERM:***

Directors are elected by the NCCP's membership at the Annual general meeting. Directors serve for a two-year term. Directors may be re-elected for two additional 2-year terms.

One Director of the Board, who serves as the representative of the Peterborough Immigration Partnership (PIP), is not elected by the membership, but is elected by the Coordinating Committee of the PIP.

***REQUIREMENTS:***

- Commitment to the work and mission of the organization.
- Willingness to serve on at least one committee and actively participate.
- Attend monthly Board meetings and Annual General meetings.
- A time commitment of 5 to 10 hours per month (includes Board preparation, Board and committee meeting time).
- Being informed of the services provided by the New Canadians Centre, and publicly support them.
- Prepare for and participate in the discussions and the deliberations of the Board.
- Provide timely oral and written feedback on issues, as required.
- Be aware of and declare any conflict of interest (see Conflict of Interest Policy).

***MAJOR DUTIES:***

- Govern the New Canadians Centre by the broad policies developed by the Board.
- Establish overall long and short-term goals, objectives and priorities for the New Canadians Centre in meeting the needs of newcomers and the community through the strategic planning process every 5 years.
- Promote the mission of the New Canadians Centre through community networking, etc.
- Adopt a pro-active, non-partisan and positive stance on sharing the impact of the New Canadians Centre's work and the value of diversity in our community
- Ensure accountability to funders for the services provided and funds expended.
- Monitor and evaluate the effectiveness of the New Canadians Centre through the regular review of programs and services.
- Participate in the cultivation of donors and supporters (may include thanking donors via phone or personal visits; participating in fundraising events; providing suggestions for organisations and individuals to be connected to our mission)
- Be accountable and seek nominations for election to the Board when appropriate.

***REVIEW/APPROVAL DATE:***

The Board's Governance Committee reviews this job description yearly