

JOIN CODE'S BOARD OF DIRECTORS

CODE is governed by an independent Board of Directors made up of 12 individuals who are located in Canada, the USA and Africa with links to the education sector, the private sector and the international development community.

Overview of CODE

At CODE, we envision a world where every child can read and write - where books are accessible and meaningful to the reader and supported by qualified, effective teachers. We imagine a world where every young person can pursue their education and realize their full potential. For 61 years, CODE has been working to build such a world. CODE programming prioritizes development initiatives in Africa.

Since its founding in 1959, CODE (formerly known as the Canadian Organization for Development through Education) has established its reputation as Canada's leading international development organization uniquely focused on children's literacy and education. CODE has been named one of Canada's Top 25 Charities by the Financial Post; named one of Canada's Top 100 charities (2020) by MacLean's magazine; received UNESCO's International Literacy Prize; and has a four-star rating from Charity Intelligence.

CODE's Audited Financial Statements, Annual Reports, and Strategic Plan are publicly available at www.code.ngo.

Vision

CODE envisions a world where every young person can pursue their education and realize their full potential as a literate, empowered, self-reliant citizen.

Mission

CODE's mission is to enable student learning by increasing their access to qualified educators and locally-relevant, high quality learning materials.

Core Values

CODE's work is guided by five core values: human rights, accountability, transparency, fairness, and sustainability.

Positions available on CODE Board of Directors

The CODE Board is currently looking to recruit members with skills in the following areas:

- International Development, especially in the African context.
- Education sector – Teacher development/literacy/ educational publishing
- Fundraising
- Governance

CODE is looking to recruit up to five (5) Board positions in 2021, for three-year terms.

Board Committees and Time Commitment

Board members join CODE as volunteers with no remuneration, however, all costs for Board meetings, travel etc. are fully covered (accepting that for the time being, all meetings are held virtually, via videoconference). Board meetings are held every 2 months for a maximum two hours (end of January, March, May, June/AGM, September, November), based on a financial year of April 1- March 31. Once the pandemic ends and travel is safe, Board meetings will be in-person and generally, but not exclusively, held in Ottawa.

All Board members will be expected to:

- Attend all scheduled Board meetings (virtual and face to face)
- Attend the Annual General Meeting (AGM) in June (virtual)
- Serve as a member of at least one Board Committee (Governance & Nominations; Finance & Audit; Human Resources) – Committee meetings always take place by videoconference and are held 3-4 times per year.
- Set aside two hours preparation time prior to each meeting, in addition to meeting and travel time
- Pay an annual membership fee of \$20 CDN
- Sign Whistleblower policy, Code of Conduct, Conflict of Interest and Policy on Prevention of Sexual Exploitation and Abuse on an annual basis
- Commit to assisting the organization in its fundraising efforts including the expectation to make a personal financial donation to CODE (no set amount).

The board's role is to:

1. Determine mission and vision and set policy in support of it.
2. Provide strategic direction and oversight.
3. Select, direct, support and evaluate the Executive Director.
4. Working with management, to develop, approve and periodically update CODE's strategic plan.
5. Monitor program performance annually with a view to the achievement of desired results.
6. Establish and continuously review policies to foster sound relationships with key stakeholders, partners and affiliated organizations.
7. Ensure adequate financial resources and actively support fundraising.
8. Provide financial oversight.
9. Anticipate and mitigate risks and protect assets.
10. Foster ethical and legal integrity.
11. Enhance CODE's public standing and garner community support.
12. Maintain a sound governance system.

CODE is committed to reflecting and responding to the diversity of the people and communities in which we serve, and is seeking diversity in applicants for this position.

How to apply

Send your résumé and cover letter in confidence to Laurie Tennian, Executive Coordinator at ltennian@code.ngo by **Friday, February 5, 2021.**

Qualified candidates will be contacted after the closing deadline to schedule interviews and to address any questions.