



CODE/ Janet Phillips, 2019

BOARD OF DIRECTORS RECRUITMENT BRIEF

FEBRUARY 2025

WHEN CHILDREN CAN READ AND WRITE, THEY CAN LEARN TO DO AND BE ANYTHING!

That is the simple, yet powerful, idea behind CODE.

OVERVIEW OF CODE

At CODE we see the ability to read and write as the basic building blocks for achieving every child's right to a quality education. For over 65 years, we've been working to bring the joy of reading and learning to millions of children through our sustainable, community-based programs in Sub-Saharan Africa.

Together with our local partners, CODE has helped more than 10 million children become more confident and capable readers, providing a critical stepping stone toward an empowered future. With a staff of 25 and an operating budget of \$10 million, CODE currently operates programs in Ghana, Liberia, Sierra Leone, Mozambique, Tanzania and Malawi.

CODE's work is inspired by **our vision of a world where every child can read and write**, and guided by our values: human rights, equity, sustainability, accountability and transparency.

While access to primary education has improved globally, the low levels of student learning threaten long-term development. With nearly 90% of children in Sub-Saharan Africa unable to read by age 10, the global literacy crisis poses not just an educational challenge but also an economic and ethical crisis, perpetuating cycles of poverty and inequality.

To create meaningful change CODE invests in:

- Classroom teaching focused on student success
- Joyful classrooms that enable literacy learning
- Local contextualized reading and learning materials

CODE's transparency and impact have consistently earned us a spot as a Charity Intelligence Canada "Top 100 Charity". In 2024, CODE additionally received a 5-star rating and recognition as a "Top 10 International Impact Charity."

CODE is a long-standing partner of the Government of Canada through Global Affairs Canada and receives support from a growing community of Canadians.

GOVERNANCE

CODE is governed by a dedicated volunteer Board of Directors contributing a wide array of professional expertise. Directors are currently based in Ottawa, Toronto, Vancouver, Montreal and Nairobi, Kenya.

The Board of Directors (Board) is responsible for overseeing the management of the affairs and business of CODE by establishing policies, rules, and regulations to advance CODE's mission and carry out its obligations. The Board is responsible for establishing the vision and mission of the organization, helping to chart its future direction through approval of the strategic plan and annual budget, and provides strategic guidance to management who are responsible for the day-to-day operations of the charity.

The Board is charged with monitoring legal and financial risks for the organization, which has an annual operating budget of approximately \$10 million. As a Canadian registered charity, the Board is also responsible for ensuring that CODE adheres to the highest standards of financial accountability, transparency, and social impact reporting.

The Commitment of National Board Members

The term of the Board appointment is three years and may be renewable for a second term. The Board consists of 12 directors and the Board meets virtually on weekdays, three times per year. Directors also attend the Annual General Meeting (virtually) and an Annual Strategic Retreat (in person). Additional virtual meetings may be scheduled throughout the year on a weekday as necessary.

Board members must serve on at least one of the Board's committees that meet virtually between Board meetings. The three committees are as follows:

- Governance and Nominations
- Finance and Audit
- Human Resources

Board Members are not entitled to be remunerated for their service on CODE's Board of Directors, but travel expenses for in-person meetings are covered.

Desired Skills and Competencies

The Governance and Nominations Committee is seeking new directors for the 2025-2028 term. Preferred candidates will be able to contribute on a wide range of business issues, bring a strategic perspective and contribute to building a constructive boardroom culture. They will offer one or more of the following priority skills and competencies:

- Finance and Audit
- Fundraising and Development
- Human Resources
- Government Relations

We always benefit from experience in literacy, learning and development, especially from a Sub-Saharan African lens.

Commitment to Diversity, Equity and Inclusion

The CODE Board of Directors is committed to diversity and inclusion and ensuring the CODE Board of Directors reflects the communities we serve and benefits from the diverse lived experience and expertise of Directors.

NOMINATIONS PROCESS

Candidates for the Board of Directors may be nominated by a current CODE Board Member. Individuals interested in this opportunity may also apply through self-nomination.

Nominations from a current member of CODE's Board of Directors should include a letter of nomination as well as a CV of the nominee including their contact information.

Individual self-nominations should provide a cover letter expressing their interest as well as their CV including contact information.

To be considered for election in 2025, nominations must be received by end of business on February 28, 2025.

Please send your expression of interest to:

Jeff Kehoe, Chair, CODE Governance and Nominations Committee
c/o Andrea Helfer, Committee Staff Lead
ahelfer@code.ngo

The Governance and Nominations Committee will review all applications and nominations. Select candidates will be interviewed in mid-to-late March and a slate of candidates will be recommended to the CODE Board of Directors at the Annual General Meeting slated for June 30, 2025.

LEARN MORE

The following links may be of interest to individuals considering this opportunity:

code.ngo/accountability

code.ngo/impact2024



@codecan.org



@codengo



@code.ngo



@codengo



@codengo



Promoting every
child's right to read

