



## VOLUNTEER JOB POSTING

### Summit Housing & Outreach Programs

POSITION DETAILS	
<b>Job Title:</b> Volunteer Board Member	<b>Department/Work Group:</b> Summit Board of Directors
<b>Reports To:</b> Chair of the Summit Board of Directors	
<b>Union/Non-Union:</b> NA	<b>Wage Rate:</b> NA (volunteer)
<b>Approved By:</b> Executive Director	<b>Approval Date:</b> May 2026

ABOUT SUMMIT
<p>Summit Housing &amp; Outreach Programs (Summit) is a non-profit charitable organization established in 1981. We provide supportive housing and outreach case management services across Halton Region (Burlington, Oakville, Milton, Georgetown, and Acton) for individuals living with serious mental health and/or substance use challenges.</p> <p>Summit is funded by Ontario Health and the Ministry of Health and is governed by a volunteer Board of Directors committed to strong governance, accountability, and community impact.</p>

ROLE OVERVIEW
<p>The Board of Directors is responsible for the governance and strategic oversight of Summit. Board members act in the best interests of the organization, ensuring its long-term sustainability, accountability, and alignment with its mission, vision, and values.</p> <p>This is a volunteer governance role (not operational or staff-facing) that provides strategic direction, oversight, and stewardship.</p>

KEY RESPONSIBILITIES
<p>Board members are expected to:</p> <ul style="list-style-type: none"> <li>• Provide strategic oversight and contribute to organizational planning and priorities</li> <li>• Ensure financial stewardship, transparency, and risk management</li> <li>• Support CEO/Executive Director oversight, including performance monitoring</li> <li>• Uphold governance best practices, including compliance with applicable legislation and bylaws</li> <li>• Contribute to committee work (e.g., Finance &amp; Audit, Governance, HR, Quality/Program)</li> <li>• Act as an ambassador for Summit in the community</li> <li>• Support a culture of equity, inclusion, and accessibility in decision-making</li> </ul>

## SKILLS & EXPERIENCE

We are seeking individuals with experience or expertise in one or more of the following areas:

- Finance, accounting, or audit
- Legal or regulatory compliance
- Human resources / people & culture
- Fundraising, philanthropy, or development
- Community engagement or lived experience insight
- Housing, health care, or social services sectors

Previous board experience is an asset but not required. Summit is committed to supporting first-time board members through onboarding and training.

## COMMITMENT

**Term:** 2-year term, with the option to renew

**Board Meetings:** Approximately 7 times per year, scheduled in September, October, November, January, March, and June (with the cycle beginning again in September)

**Meeting Length:** Approximately 2 hours per meeting

**Format:** Hybrid (combination of in-person and virtual participation)

**Committee Participation:** Committees meet quarterly (or as required), and members are expected to participate on at least one committee

Additional participation in strategic planning sessions or organizational events as appropriate.

## GOVERNANCE EXPECTATIONS

Board members are expected to:

- Act with integrity, confidentiality, and in good faith
- Avoid conflicts of interest and disclose potential conflicts as required
- Prepare for and actively participate in meetings
- Exercise independent judgment and contribute constructively to Board discussions

## WHY JOIN SUMMIT'S BOARD?

Are you a strategic and community-minded leader who is passionate about making a meaningful impact? Do you enjoy contributing your expertise to guide organizations and strengthen communities? If so, we invite you to consider joining the Board of Directors at Summit.

As a Board member, you will play an important role in shaping the future of an organization that delivers essential housing and outreach services to individuals living with mental health and substance use challenges. You will collaborate with fellow Board members and organizational leadership to provide strategic direction, oversight, and governance that supports long-term sustainability and impact.

This is an opportunity to apply your professional experience in a meaningful way, contribute to inclusive and community-focused decision-making, and support an organization that values diverse perspectives, strong governance, and continuous learning.

If you are committed to advancing mental health, housing stability, and community well-being, Summit offers a rewarding opportunity to contribute your skills and make a difference.

**Equity Statement**

Summit Housing & Outreach Programs is committed to fostering an equitable and inclusive workplace that reflects the diverse communities we serve. We welcome applications from all qualified candidates, including racialized individuals, members of the 2SLGBTQ+ communities, people with disabilities, and individuals from culturally diverse backgrounds. Accommodations are available upon request throughout all stages of the recruitment and selection process.

**Important Disclosure**

- We do not use artificial intelligence (AI) to screen, assess, or select applicants at any stage of the recruitment process.
- This posting is to fill an existing vacancy.

**Ready to make a difference?**

If you are interested in exploring this opportunity further, please forward your CV and cover letter to Summit, at [info@summit-housing.ca](mailto:info@summit-housing.ca).

**Note:** *Please note that this is an in-person role only and applications will be reviewed on a rolling basis. Summit thanks all applicants for their interest, however, only those selected for an interview will be contacted.*