



PMFRC Board of Directors Board Recruitment

The PMFRC Board of Directors is seeking new Members

The Petawawa Military Family Resource Centre is inviting applications from Canadian Armed Forces (CAF) family members and community members interested in contributing their leadership, experience and voices to join our Board of Directors. Being a member of the PMFRC Board of Directors is an opportunity for personal and professional growth, while at the same time increasing your engagement in your community. Our Board is a body of elected members who jointly oversee and govern the operations of the organization. We are currently seeking new members to fill the role of **Treasurer, Secretary** and **Members at large**.

The role of PMFRC Board Treasurer

The main duties of the Treasurer are to advise the Board of Directors on the financial administration of the organization, review procedures / financial reporting, advise the board on financial strategy, and fundraising as applicable.

What are the skills I might need?

- Have a financial qualification or relevant experience;
- Experience working with financial information, controls and budgeting;
- Understanding of financial accounting for not-for-profit organizations would be useful;
- Be impartial and able to clearly articulate financial information (procedures, processes, and explain why they matter); and
- Ability to ensure decisions are administrated and followed up on.

The role of PMFRC Board Secretary

The main duties of the Secretary are to assist in the preparation and management of Board meeting materials in such as agendas, minutes and information packages.

What would some of my responsibilities be:

- Participate on the Board Executive Committee;
- Approve all minutes in conjunction with Board Chair;
- Monitor the Board of Directors email account and respond to or forward messages in a timely manner;
- Ensure that Board information packages are available to members in advance of monthly meetings; and
- Assist with succession planning by mentoring and orienting a potential or incoming secretary.

The role of Member at large

We are currently recruiting diverse leaders with experience in the following areas: risk management, public relations, not-for-profit governance, project management, accounting or financial management. Bilingualism (French / English) would be an asset.

What would some of my responsibilities be:

- Consistent attendance at regular board meetings;
- Participation as an active member on special working committees;
- Participation in fundraising and special events;
- Preparation for Board meetings by reviewing and studying materials in advance.

I'm really interested, now what...

If you are interested in sharing your expertise with our organization and becoming a voice in our community, you can connect directly with our Board Chair, Janna Hotson at Board@PetawawaMFRC.com.

Additional training and professional development are offered and are an important aspect of Board Development.

Please note that all potential board members are required to go through a formal interview process with the Board's Personal Development Committee.

Application Deadline: September 1, 2026