



## **Volunteer Facilitators are needed to facilitate Peer Learning Circles for our new BoardWorx Executive Director (BWED) Program**

### **Volunteer Facilitator Job Description:**

To co-facilitate Peer Learning Circles for Executive Directors, as part of the BoardWorx Executive Director Program (BWED). This new and innovative program takes a multifaceted approach to board governance learning; combining interactive classroom sessions, peer learning circles and mentoring to support senior leaders in working more effectively with their boards. BWED will provide Executive Directors opportunities to address governance issues in a confidential setting with their peers.

There will be 2 Volunteer Facilitators assigned to co-facilitate each Peer Learning Circle of 10-15 Executive Directors. This position will involve communicating and facilitating peer learning circle group process; moderating, focusing, and encouraging group discussion; supporting/encouraging critically oriented questioning, exploration, and challenging of perceptions.

We will provide you with all the necessary resources to support you in your role, including: information about the structure and process of peer learning circles, specific monthly topic information, and any additional material required to support you in your role

### **Responsibilities:**

- Co-facilitate monthly Peer Learning Circle sessions of 2 hours each for a period of 6 months, for a group of 10-15 Executive Directors
- Act as a link between participants and BWED staff - Maintaining on-going communication with BWED staff about group progress, concerns, issues, and feedback
- Provide information to the group, as requested in order to enhance understanding of individual experiences and perceptions
- Foster an environment of trust – initiating the formulation of ground rules
- Communicate and outline the Peer Learning Circle model and process to participants
- Communicate and follow the Commitment to Confidentiality within and outside the peer group
- Facilitate each session by following the Peer Learning Circle model and outlined processes and any additional direction provided by BWED staff.
- Moderate and encourage discussion, exploration, questioning, critique of perceptions, critically oriented questioning etc...

### **Qualifications:**

- Experience in group facilitation in the non-profit sector
- Experience leading discussions – asking critical questions, focusing conversation, creating a safe environment for open communication
- Demonstrated conflict management skills
- Able to engage participants, encouraging equal participation

### **Benefits:**

- An opportunity to further develop group facilitation skills!
- A chance to be part of supporting one of the key roles in the charitable sector through involvement in this innovative program!
- An opportunity to contribute to the improvement of board governance in the charitable sector!

### **Locations:**

- GTA, Peel/Halton, York Region, Durham (Pickering/Ajax), Niagara

### **APPLICATION PROCESS:**

Please send your CV and a brief covering letter to Program Coordinator at [bwed@altruvest.org](mailto:bwed@altruvest.org) or via fax to 416-597-2294