



Northwest Child Development Centre

Working together with families, collaborating with communities, strengthening the region

Board of Directors Recruitment 2026/27

Do you have a passion for supporting children, youth, families, and community development?
Do you have skills and knowledge that may be of assistance in helping lead with others the Northwest Child Development Centre?

The Northwest Child Development Centre Society is recruiting **2** community members from the **Smithers, Houston, Lakes District, Nechako Lakes, and the Hazeltons area** to participate on the Board of Directors.

Participation on the Board of Directors provides a great way to support children, you, families in the communities of the Society. The Northwest Child Development Centre has been working in communities for 45 years! Today, our not-for-profit Society provides early years and intervention services to over 1300 children, youth and their families a year.

Expectations and Responsibilities

The following is expected of each Board Director:

- To act in the best interests of the Society.
- To attend Board Meetings regularly and to arrive prepared.
- To support Board decisions.

The key responsibilities Board of Directors include the following:

- To provide high level oversight of the use of the Society's assets, including approving the budget and the periodic monitoring of the organization's financial performance.
- To approve the strategic plan of the CDC.
- To recruit, supervise, retain, and evaluate the Executive Director.

Additional Roles

The Board of Directors have the following executive roles, Chairperson, Vice Chairperson, Treasurer, Secretary.

The Board of Directors also participate on sub-committees, including Finance, Fundraising, Quality Assurance and Nominating Committee.

Regional Office- Smithers: 1471 Columbia Drive, P.O. Box 995, Smithers, B.C., V0J 2N0 Phone: (250) 847-4122 Fax (778) 648-2032 Toll-Free 1-855-947-4122

Burns Lake Location: 270 9th Ave, PO Box 1146, Burns Lake, B.C., V0J 1E0 Phone: (250) 692-4201 Fax (778) 648-2032

Hazelton Location: 2520 Hwy 62, Hazelton, B.C., V0J 1Y1 Phone: (250) 842-5044 Fax (778) 648-2032

Vanderhoof Location: 183 Columbia Street E, PO Box 1679, Vanderhoof, B.C., V0J 3A0 Phone: (250) 567-2911 Fax (778) 648-2032

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Time Commitment

Depending on the Board of Director's level of interest and projects being worked on, typical Board of Directors will spend on average 15-25 hours per year on board related activities.

Next Steps

Please send a forward a letter of interest to the Nominating Committee c/o Kerri Bassett, Executive Director, director@nwcdc.ca by **October 15th, 2026**

If you have more questions, please contact Kerri Bassett, Executive Director 250-847-4122, or director@nwcdc.ca .

Candidates will be contacted in November 2026 for an interview.

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