



Volunteer Board Members – Bridgeway Academy

Bridgeway Academy is seeking volunteers to join its Board of Directors to provide effective governance to the organization and to support its mission of providing specialized education for students with learning disabilities, ADHD, and autism spectrum disorder.

About Bridgeway Academy

- Bridgeway Academy is an independent non-profit school with campuses in Dartmouth and Truro that serves students with learning differences and complex learning needs.
- As a governance board, the Board provides strategic oversight, ensures sound financial stewardship, and safeguards the organization's mission, while the school's leadership team is responsible for day-to-day operations.

Role Overview

Board members contribute to the overall governance, strategic direction, and long-term sustainability of Bridgeway Academy. Bridgeway's Board of Directors is refreshing its board policies and reconstituting at least two to three Board committees with responsibility for Human Resources, Governance and Finance. As such, we are seeking new Board members with skills and experience in human resources, non-profit board governance and finance / accounting. Board members with skills and experience in special education, law, fundraising, or community leadership would also be an asset.

Time Commitment

- Board term: Typically, a 2–3-year term, renewable in accordance with Bridgeway Academy's bylaws.
- Meetings:
 - Attend approximately 6–8 board meetings per year (in-person or virtual), usually 1.5–2 hours each.
 - Participate in at least one standing committee (e.g., Human Resources, Governance, Finance, Fundraising) with 3–6 additional meetings per year.
- Correspondence:
 - Respond to communication in a timely manner within 48 hours.
- Preparation:

- Review materials such as minutes, financial statements, and background documents in advance of meetings (approximately 1 hour per meeting).
- Events:
 - Attend key school events, stakeholder meetings, or fundraising activities as able, to represent the Board and support community relationships.

Key Responsibilities

Governance and Strategic Oversight

- Provide governance-level oversight of Bridgeway Academy's strategic direction, including approval and monitoring of long-term plans and annual priorities.
- Ensure the organization operates in compliance with applicable legislation and regulatory requirements for non-profit societies in Nova Scotia, as well as its own bylaws and policies.
- Approve and oversee Board policies that promote effective governance, prudent risk management, and the safety and well being of students and staff.

Financial Stewardship

- Review and approve the annual budget, financial statements, and significant financial decisions to ensure responsible and sustainable use of resources.
- Monitor financial performance and risk, exercising fiduciary responsibility by asking informed questions and ensuring appropriate internal controls and accountability frameworks are in place.

Oversight and Support of Leadership

- Participate in the hiring, annual performance evaluation, and succession planning for the Bridgeway Leadership.
- Provide strategic support, guidance, and constructive feedback to the Leadership Team while maintaining a clear distinction between governance responsibility and operational management.

Fundraising and Community Relationships

- Serve as ambassadors for Bridgeway Academy, helping to build relationships with families, donors, partners, and other stakeholders in the broader community.
- Support fundraising and development efforts through advocacy, relationship-building, participation in events, and, where appropriate, facilitating introductions to potential donors or partners.

Board Participation and Culture

- Prepare for and actively participate in Board and committee meetings, contributing thoughtful questions, respectful dialogue, and a focus on the organization's mission and the interests of students.
- Uphold high standards of integrity, confidentiality, and conflict-of-interest management in accordance with best practices for Nova Scotia non-profit boards.
- Engage in ongoing board development, including self-evaluation, board education, and continuous improvement of governance effectiveness.

Qualifications and Attributes

- Commitment to the mission and values of Bridgeway Academy and to improving outcomes for students with learning disabilities, ADHD, and autism spectrum disorder.
- Previous experience serving on a non-profit board or in a leadership position in the non-profit sector.

Knowledge of board governance.

- Prior experience in one or more of the following is considered an asset: human resources, finance/accounting, education or special education, non-profit or charitable governance, law, fundraising, marketing/communications.
- Ability to work collaboratively in a group, communicate clearly, and make decisions in the best interests of the organization.
- Willingness to adhere to board policies, confidentiality, and conflict-of-interest requirements, and to complete any required background checks.

How to Apply

Interested candidates are invited to complete and submit the enclosed Nominating Committee Assessment and the Board of Directors Skills Matrix along with a resume to the Chair of the Board of Directors of Bridgeway Academy by email at: missy.searl@bridgeway-academy.com, indicating "Board Member Application" in the subject line.



Board Member Applicant Contact Information			
Name			
Address		City	
		Province	
		Postal Code	
Email			
Telephone		Cellphone	

Nominating Committee Assessment	
What motivates you to become a board member for Bridgeway Academy?	
What special skills or qualifications would you bring to the Board?	
Please share past Board or Committee experience?	

The Board of Directors seeks a complementary balance of knowledge, skills, and experience at a governance level. Please review the Board of Directors Skills Matrix, and identify your skill level in each of the following areas:

Skill	Basic	Knowledgeable	Expert
Board			
Governance			
Legal			
Audit/Financial			
Risk Management			
Strategic Planning			
Human Resources			
Government Relations			
Public Policy			
IT / AI			
Research			
Child Protection Act			
OHS/WHMIS			
Languages spoken			
Anything you would like to share:			