Thunder Bay Indigenous Friendship Centre

Request for Proposals for Board Liaison Services April 1, 2026 – March 31, 2027

OBJECTIVE:

The Thunder Bay Indigenous Friendship Centre (TBIFC) is seeking interested independent candidates or parties for a Contract for Services for a Board Liaison. In this role, you will be the central support for the Board of Directors and will serve as the primary point of contact between the Board of Directors and TBIFC's leadership team. This role requires a high degree of discretion and confidentiality. The incumbent must sign and adhere to a confidentiality agreement covering all board and executive matters.

SERVICE WORK SUMMARY:

The Board Liaison plays a critical role directly supporting the activities of the Thunder Bay Indigenous Friendship Centre (TBIFC) Board of Directors. Reporting to the President, this role ensures effective communication, coordination, and support for Board activities, including meetings, committees, and governance processes. The Board Liaison plays a key role in fostering strong relationships between the Board and leadership team to advance TBIFC's mission.

You will coordinate meetings, manage logistics, and keep governance processes on track.
Approximately 5-10 hrs / month.

PHILOSPHY OF THE ANISHINABEK:

The Anishinaabe were placed on this AHKI (land or earth) with the gift of guidance of the sacred and natural laws of the land and the elements, Nipi (water), Ikwanaamowin (air we breathe), Shkodaa (fire), and Ahki. Storytelling is a traditional way of sharing our history, beliefs, values, ceremonies, practices, and relationships within this world and the spirit world. Culture and tradition are the foundation of the Anishinaabe. We live and work by the guiding principles as passed down by our Aanikoo bijiganaanik. We are inter-connected with each other and have a great love and a responsibility for the land and all that live on it.

KEY DELIVERABLES:

- Timely coordination and documentation of board meetings: ensures agendas, minutes, and supporting materials are prepared and distributed accurately and on schedule, with follow-up action items.
- Effective Governance Record Management: ensures up-to-date records including Board minutes, policies, resolutions, member terms and confidential documentation.
- Seamless communication and support for Board members: facilitates clear, consistent communication between the Board, the Executive team, including onboarding and ongoing support for Directors.
- Compliance and Policy Support: ensures Board activities align with TBIFC by-laws, governance policies, and applicable legislation, supporting ongoing policy development and review.

PROPOSED SCOPE OF WORK ACTIVITIES:

Board Support & Administration

- Serves as the main communication link between the Board of Directors and senior management.
- Schedules, coordinate, and support board and committee meetings, including preparing agendas and supporting materials, and distribution of same.
- Attends Board meetings; records and prepares accurate meeting minutes and action items; typically, in the evening once a month in-person.
- Co-ordinates virtual meetings as needed.
- Assists the Board in fulfilling its governance responsibilities, including orientation, training and policy compliance.
- Supports Annual General Meeting logistics, and minute taking.
- Supports membership and recruitment activities.
- Supports Board recruitment, onboarding, and engagement initiatives.
- Ensures adherence to Bylaws, governance policies, and regulatory requirements.
- Maintains Board records including terms of office attestations, corporate records, etc.

PRICING:

Please provide quote for services ie. annually or hourly rate.

QUALIFICATIONS:

- Experience with non-profit board governance and administration.
- Experience working at a senior level with Boards and committees; experience working in an Indigenous non-profit preferred.
- Ability to communicate effectively with directors and senior management within TBIFC and external groups in writing and verbally.
- Possesses excellent interpersonal and communication skills, works collaboratively and is proactive and solutions-driven.
- Demonstrates a high level of discretion and tact when handling confidential information.
- Has a high attention to detail with strong organizational skills to ensure processes are in place to meet the needs of TBIFC's Board and its Executive team with respect to workflow, schedules, reporting, etc.
- Possesses excellent time-management skills with ability to work under pressure to meet varying deadlines, while maintaining a positive, solutions-focused and team-driven approach.
- High flexibility with strong interpersonal skills that allow one to work effectively with a diverse team.

SUBMISSION DETAILS:

All submissions responding to this Request for Proposal (RFP) must be submitted by e-mail to: President@tbifc.ca no later than February 23, 2026 at 5pm Eastern Time.

We appreciate your interest in this opportunity and look forward to reviewing your proposal.

Until then,
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