



105 St. George Street
Toronto, ON M5S 3E6

1 855 464 RISE (7473)
info@risehelps.ca
RiseHelps.ca

Charitable Business # 80786 2822 RR0001

Rise Loan Review Committee (LRC) Member Position Description

Mental health conditions or addictions can get in the way of stable employment for many. At Rise, we break down barriers and change futures through our innovative small business services. Rise is the only national charity providing people a path toward sustained self-employment or small business ownership. We personalize our services to support each client with a combination of training, resources, mentorship, and low interest microloans. As a result, our clients improve their financial stability and make positive life changes to benefit their families and communities alike.

Position Summary

In partnership with other Committee members, and staff, support the work of Rise and provide adjudication recommendations and decisions to lending program applications.

Diversifying the Committee is the priority for this year's nominating process, and we encourage nominations and applications from candidates who reflect the diversity of our clients. While all accomplished individuals will be considered, of particular interest will be those with direct small business ownership experience.

Term

Term of office for LRC Members is 3 years. An LRC Member is eligible to renew their term for 3 consecutive full terms.

Time Requirements

- Orientation that is approximately 1 hour in length.
- Bi-weekly review meetings per year
- Meetings are generally held at 6 pm EST, lasting 1 to 2 hours, plus pre-reading of meeting materials (business plans, cashflow statements, credit reports). Meetings are only held if there are applications to review.
- Quarterly meetings to connect with fellow members and receive reports from management on lending and client data and trends; meetings are 1.5 hours in length.
- Attendance at important Rise events e.g. Rotman Family Entrepreneurship Awards, Volunteer Appreciation Event and Holiday Market.

Accountability

The LRC is collectively accountable to the Finance Audit and Risk Committee of the Board of Directors, as well as Rise's clients, the community, funders, and other stakeholders.

Responsibility

LRC Members are responsible for acting in the best long-term interests of the organization and the community, and in particular the loan portfolio. They will bring to their roles a broad knowledge, a long-range view, diversity of perspective, and openness to learning.



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Principal Duties

Every LRC member is responsible for the following duties:

Loan Application Review

- Review all meeting materials and relevant loan application documents in preparation for meetings.
- Attend at least one meeting per month either in person or by teleconference.
- Adjudicate loan applications between \$1,500 and \$10,000.
- Ensure compliance with the Rise Credit Policy, including a sound business plan and appropriate character assessment and provide entrepreneurial and mentoring advice as applicable
- Render one of the following decisions on loan applications:
 - Approved for Disbursement
 - Approved with Conditions
 - Return for More Work
 - Declined
- New LRC members are paired with an experienced member to support with onboarding, and be a source of advice and knowledge

Qualifications

The following are considered key qualifications:

- At least eighteen (18) years of age.
- Availability of sufficient time to devote to Committee duties.
- Commitment to learning about the community and the field in which Rise operates.
- Capacity to contribute significantly to the organization's vision, mission and strategic direction.

Skill Sets

In recruiting and selecting new LRC members, Rise seeks individuals who are passionate about Rise's vision and mission. In addition, Rise employs a skills matrix to set recruitment priorities that are consistent with identified gaps and any current or future Rise diversity and inclusion guidelines. We seek to populate the LRC with following experiences and skills:

- Small business ownership
- Banking and risk assessment
- Business skills including:
 - General business management
 - Financial management
 - Marketing
 - Communications
 - Operations
 - Legal
 - Sales
 - Business development



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Evaluation

The performance of individual LRC members is evaluated annually in the context of the Board's self-assessment as a whole and is based on the carrying out of responsibilities and duties as outlined above.

Application

Rise is committed to equal opportunities and building an LRC that reflects the national diversity of its clients and community. Applications will be accepted between Monday August 16 and Friday September 10, 2021. Interested individuals should please [complete an application here.](#)



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Empowering people
Launching ideas