



Williams Lake Central Business Improvement Association

## WLCBIAA Director Job Description

### Title

Member, WLCBIAA Board of Directors

### Purpose

To serve as an active voting member of the legally constituted volunteer group which has authority and responsibility for the development of policies and continuing review of the conduct of the business of WLCBIAA. To guide the organization towards its stated vision in a manner that supports its stated mission and values.

### Term

Election to a two year term (except when appointed or filling an unexpired term), subject to re-election.

### Criteria

- Willing to accept and promote the mission, goals and objectives of WLCBIAA.
- Possesses professional expertise and influence needed by WLCBIAA and/or represents one or more constituencies needed to provide balance to the Board's membership.
- Has demonstrated significant leadership capability in the community and is willing to provide that expertise to the operation of the Board and its committees.
- Able and willing to serve effectively as a public representative of the organization and involve others in the work of WLCBIAA.

### General Responsibilities

To report any real or perceived conflicts of interest to the Chair as soon as you are aware of them. To bring your skills, knowledge and experience to each discussion. To read, sign and be in compliance with the WLCBIAA's code of conduct, conflict of interest, and confidentiality agreements. To hold the Executive Director accountable to the strategic plan and the goals and objectives stated therein. To govern the WLCBIAA under the leadership-focused governance framework consisting of the following six elements.

1. Provide guidance and direction
2. Establish standards of organizational conduct
3. Oversee and monitor organizational performance
4. Protect the interests of the organization
5. Ensure the organization's financial health and sustainability
6. Ensure knowledge of stakeholder expectations, needs, concerns, and interests, and build effective relationships

## Specific Tasks

- Participate regularly by attending scheduled board meetings, committee or task force meetings as assigned, orientation sessions, director training sessions and special meetings as appropriate.
- Commit to serve on at least one committee and to accept special assignments.
- Spend time studying and evaluating issues to become informed and prepared to discuss and vote on issues facing WLCBIAA. Each board member is expected to vote their position after careful consideration of the issue.

Tasks which will require preparation and a vote by Board members include:

- Decisions on issues, policies, priorities, goals and objectives;
- Participation with other Board members and staff in the formulation, updating, and approval of long range strategies and objectives;
- Nomination and election of members and officers of the Board;
- Monitoring and evaluation of the effectiveness of the projects and programs and assure these projects and programs are progressing toward achieving stated objectives; and,
- Approval and monitoring of annual budgets.
- Support the resolutions and actions of the Board of Directors irrespective of personal opinion as to any such resolution or action.
- Assure a process is in place to select, employ, and periodically evaluate the performance of the Executive Director.
- Promote the mission, goals, and objectives of WLCBIAA to increase public awareness, understanding and support of the organization.
- If necessary, seek assistance from other Board members to enable each member to successfully fulfill the above level of commitment.

## Time Demands

### Regular Meetings

Monthly board meetings & prep  
Director training and orientation  
Committee work & special meetings

### Estimated Time Demands

4 hours / month  
10 hours / year  
2 hours / month