

Board Member's Position Description

Accountability: To the foster parents of Newfoundland and Labrador, funders and other stakeholders.

Responsibility: The relentless pursuit of the organization's mission. To ensure financial and legal affairs are in order.

General Duties:

- Attend and actively participate in Board meetings.
- Inform the Association secretary of your attendance at all Board meetings.
- Adhere to the agreed upon Board agenda.
- Abide by and support all Board decisions.
- Review Board minutes, reports, and other documents prior to Board meetings.
- Share in work equitably (officer or committee member)
- Reflect the decisions of the Board outside the organization. Refrain from independent action.
- Maintain the confidentiality of all Board discussions.
- Keep up-to-date on community issues and trends.
- Represent positively the organization in the community.
- Ensure that the mission of the organization is clear, relevant and drives Board decisions.
- Hire, evaluate, and where appropriate, terminate employment of the Executive Director.
- Assume responsibility for communication between the Board and foster parents in your region.

Evaluation: Board members should individually and collectively evaluate their performance at least once a year prior to the Annual General Meeting.

Qualifications:

- Familiarity with the community
- Commitment to mission of the organization
- Decision making/group process skills
- Time to participate
- Other expertise as needed by the organization
- Subscribe to the objectives of the Association

Time Requirement: Approximate number of hours per month – 6
Length of commitment – 3 years,
A board member can be re-elected for a second three year term

Expenses: Participation on the Board is a volunteer activity and members will not be reimbursed for their time. Board members will be reimbursed for any reasonable expenses incurred conducting pre-approved Board business. Pre-approval is at the Executive Director level.

Possible Reasons for Dismissal

- Breach of confidentiality
- Substantiated Allegation of Abuse or Neglect
- Failure to follow Board Members' Job Description
- Criminal Involvement
- Discriminatory Behavior