



Board Member Job Description

Position: Board Member / Director (Volunteer)

Time commitment: 3 to 9 hours per month (Meetings, Preparations)

Term: Two years (appointed or elected at the AGM), renewable

General Responsibilities of the Board as a Corporate Body

The Board's job is to govern the affairs of the Organization within the framework of relevant legislation and standards. The Board of Directors, representative of the Organization's membership and the community, is given the legal corporate authority and responsibility for the achievement of the organization's mission and for its stability

Duties of the Board

- Oversee development and approval of a long-term organizational plan and approve annual budgets and operating plans;
- Govern the Organization through broad policies and planning objectives approved by the Board, formulated with the Executive Director and staff, and reviewed periodically;
- Select, support and evaluate an Executive Director to whom the responsibility for administration of the Organization is delegated;
- Seek and secure sufficient resources for the Organization to finance its programs adequately;
- Account to the public and funders, for the services of the Organization and expenditures of funds and ensure prudent and proper management of the Organization's resources;
- Approve and periodically review personnel, pay and benefits policies within which human resources will be managed.
- Serve as an advocate for services of good quality;
- Hear complaints from clients about services through a formal complaints procedure.
- Be informed of the articles of incorporation and legislation under which the Organization exists, its by-laws, mission, values and policies.
- Attend Board meetings regularly, serve on committees of the Board and contribute from personal, professional and life experience to the work of the Board.
- Introduce people in your sphere of influence to the work of the Organization and invite them to know and do more – as prospective volunteers, board members, staff and donors.
- Offer their personal perspectives and opinions on issues that are the subject of Board discussion and decision.
- Work with the staff of the Organization on committees or task forces of the Board;