

# Board Member Job Description

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Position:	<b><u>Board Member/Director (Volunteer)</u></b>
Time commitment:	Five to ten hours per month (meetings, preparation, events)
Term:	Two years, appointed or elected annually at the Annual General Meeting (Term may be renewed once for a total of four years)

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## **Accountability**

The Board of Directors is collectively accountable to clients and their families, the community, funders and other stakeholders. They are accountable for the Association's performance in realizing its mission and achieving its goals, and for the effective stewardship of financial and human resources and for the overall quality of supports to clients

## **Authority**

Individual board members have no authority to to direct or make requests of the executive director or staff, or to speak on behalf for the Association unless given such authority by the board.

## **Responsibility**

Board members are responsible for acting in the best long-term interests of the organization and the community and will bring to their deliberations a broad knowledge, a long-range view and openness to learning.<sup>1</sup>

Clients or family members of clients who serve on the board are expected to keep their board and client or family member support roles separate and will be treated the same as other clients or family members in matters related to the provision of Association services.

## **Principle Duties**

Every member of the Board of Directors, including the Board's officers, is expected to do the following<sup>2</sup>:

- Prepare for and participate in board meetings
- Listen to others' views, advocate their own, identify common interests and alternatives, and be open to compromise
- Support governance decisions once made
- Participate in the development of a strategic plan to help guide future decisions

- Abide by the by-laws, code of conduct and other policies that apply to the board
- Participate in the approval the annual budget and monitor the financial performance of the Association in relation to it
- Help establish, review and monitor operational policies including ones related to the quality of care and human resources.
- Participate in the hiring of, and if required, the releasing of, the Executive Director
- Participate in the evaluation of the Executive Director
- Identify prospective board members and possibly help recruit and mentor them
- Participate in the evaluation of the board itself (annual board self-evaluation)
- Contribute to the work of board as a member of a board committee<sup>3</sup>
- Attend and participate in the Annual General Meeting
- Be an ambassador for the Association in the wider community
- Keep informed about community issues relevant to the work of the Association

### **Qualifications**

The following are considered key job qualifications:

- Knowledge of the community and the field in which the Association operates
- Commitment to organization's mission and strategic directions
- Availability of sufficient time to devote to board duties
- Openness to learning

### **Evaluation**

The performance of individual directors is evaluated annually in the context of the evaluation of the whole board and is based on the carrying out of duties and responsibilities as outlined above.

### **Removal of a Board Member**

A director may be removed from the board, by majority vote, for not performing his/her duties. Being absent from three consecutive board meetings without reasonable cause will result in the automatic removal from the board unless otherwise determined by a decision of the board.

<Approval date>

<Review date>

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<sup>1</sup> This job description may address the special responsibilities, if any, of board members who are elected or appointed to represent a particular organization, stakeholder group or community.

<sup>2</sup> This list does not include fundraising responsibilities which, for many boards, is an important part of their work

<sup>3</sup> Boards would be wise to be both realistic and specific about committee responsibilities as this can be a major contributor to board member "burn-out" and can pose an obstacle in trying to recruit new board members.