Policy Type: Governance Process

Policy Name: Director's Job Description

Position:	**Board Member**
Time commitment:	Five hours month (meetings, preparation, consultation)
Term:	Three years, appointed or elected annually at the Annual General Meeting

Accountability

The Board of Directors are collectively accountable to the community, funders and other stakeholders. They are accountable for the Association's performance in relation to its mission and strategic objectives and for the effective stewardship of financial and human resources.

Authority

Individual board members have no authority to approve actions by the Association, to direct 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 its community and will bring to the task of informed decision-making, a broad knowledge and an inclusive perspective.[1]

General Duties

Every member of the Board of Directors is expected to do the following:

- Prepare for and attend board meetings
- Work as a team member and support board decisions
- Participate in the review of the Association's mission and objectives and the development of a strategic plan
- Monitor the performance of the organization in relation to objectives and core values
- Approve the budget and monitor financial performance in relation to it
- Abide by the by-laws, code of conduct and other polices that apply to the board
- Establish, review and monitor polices that guide core operational practices (eg. financial management, human resource management)
- Participate in hiring and releasing the Executive Director

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- Participate in the evaluation of the Executive Director
- Participate in the recruitment of new board members
- Participate in the evaluation of the board itself
- Participate in committee work[2]
- Attend and participate in the Annual General Meeting
- Keep informed about community issues relevant to the mission and objectives of the Association

Qualifications

The following are considered key job qualifications:

- Knowledge of the community
- Commitment to organization's mission and strategic directions
- A commitment of time
- Openness to learning

Evaluation

The performance of directors is evaluated annually in the context of the evaluation of the 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, if absent from three meetings without reasonable cause.

<Approval date>
<Review date>

[1] This job description may address the special responsibilities, if any, of board members who are elected or appointed to represent a particular organization or community.
[2] Boards would be wise to be realistic about committee work as this can be a major contributor to board member "burn-out" and can pose an obstacle in trying to recruit new board members

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