

# Volunteer Board Member

Two-year term of office – approx. 15 hours per month

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## Job description

### Purpose

Board Members participate as a member of a team that makes decisions and determines policies to govern, guide and support the Society.

Board members are accountable to society members, stakeholders, community members and appropriate regulatory bodies, and are governed by the Society's Policies and By-laws.

### Responsibilities

1. Understand and support the vision, mission, values and goals of the Society and its services.
2. Gain knowledge of and follow the Society's Constitution, by-laws and policies.
3. Build community relations and support fundraising initiatives and activities of the Society as appropriate.
4. Ensure fiscal responsibility – annually and longer term.
5. Ensure programs and services to the community meet existing and emerging needs.
6. Appoint and establish remuneration for the Executive Director(s) and ensure a succession planning process is in
7. Provide leadership and guidance to the Executive Director and evaluate performance.
8. Attend and contribute effectively to Board meetings, Annual General Meeting, and any special general meetings.
9. Serve on committees of the Board as required.
10. Commit to a two-year term of office, representing approximately 15 hours per month.

### Core Capabilities

1. **Strategic thinking:** use critical thinking; articulate and guide long-term vision.
2. **Communication:** engage in effective communication through committed listening, speaking, observing, writing or presentation.
3. **Leadership:** model leadership behaviors and be able to distinguish between Board and management responsibilities.
4. **Flexibility and adaptability:** understand the fundamentals of change management, manage/lead change initiatives.
5. **Innovation and creativity:** question and challenge conventional approaches and support innovation.
6. **Problem solving and judgment:** ability to resolve problems in a group setting; work towards consensual solutions, working collaboratively with others.
7. **Financial skills:** ability to understand financial statements, approve budgets, and oversee financial resources and assets.

## Benefits

1. Contributing to the community.
2. Sense of accomplishment.
3. Opportunity to be a member of a team.
4. Networking with community members.
5. Training and support.