

	Policy: Governance		Director - Job Description
	Number:		C.2
Approved by:	Manual:	Governance	
	Section:	Process	
Signature:	Page	1 of 3	
Effective Date: March 21, 2013	Revised Date	Next review:	Version
File Name:			

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.

Every member of the Board of Directors is expected to sign an agreement to comply with the Association's by-laws, code of conduct and other policies as well as provide voluntary service to the Association and the community it serves.

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 Association and the community it serves. To do so, Board members bring a broad knowledge and inclusive perspective to the task of informed decision-making.

Each member of the Board of Directors shares equally in the carrying out of the mission of the Association, as well as the prudent management of the organization's finances.

Term

Two years, renewable with member approval for a maximum of three consecutive terms.

Time commitment

Eight to ten hours per month (meetings, committee work, special events, preparation, consultation)

Qualifications

Directors must be committed to the Association's mission, vision and values. Other key qualifications include knowledge of the community, a commitment of time, and openness to learning.

Duties

- Attendance at Board meetings;
- Organizational leadership;
- Financial oversight;
- Membership on at least one committee of the Board;
- Development and guidance of governance and human resource policies;
- Support and participation in community events; and
- Fundraising and community outreach.

Evaluation

The performance of Directors is evaluated annually in the context of the evaluation of the Board ,and is based on carrying out the duties and responsibilities as outlined above.

Removal of a Board Member

A Director ceases to hold office if absent from two consecutive meetings without reasonable cause. Membership on the Board may also be suspended or terminated by a two-thirds (2/3) vote of the Board of Directors (see Article III of the by-laws).



Agreement to Serve as a Member of the Board of Directors¹

Having been selected to serve as a Director according to the by-laws of the Association, I voluntarily agree, as a member of the Board, to:

1. Ensure that the Association's mission, vision and strategic plan are relevant and continue to inspire the work of the Association.
2. Abide by the by-laws, code of conduct and policies of the Association.
3. Ensure that the Association is exemplary in providing services to the community and managing its financial and human resources.
4. Declare any personal or professional interests that may conflict, or be seen by others to conflict, with my ability to act in the best interests of the Association. Should such a situation arise, I will voluntarily withdraw from the discussion and decision making process.
5. Actively participate as a Board member which includes regularly attending meetings, preparing for and contributing to Board discussions and showing up for special events.
6. Refrain from giving direction, as an individual Board member, to staff or volunteers.
7. Work as a team member and support decisions of the Board even if I do not always agree.
8. Represent the Association actively and positively in the community.

Dated: _____

Signed: _____

¹ This version of a Board member's agreement is of symbolic value; it is not a contract. It could be used as the basis of an agenda for a Board orientation, concluding with a ceremonial signing of the agreement by both new and continuing Board members.