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JOB DESCRIPTION

Position:	<u>Board Member</u>
Staff/Volunteer:	Volunteer
Full time/Part time:	Four hours month (meetings, preparation, consultation)
Term:	Three years, elected annually at the Annual General Meeting

Accountability

The Board of Directors are collectively accountable for the organization's performance in respect to the mission and objectives of the organization and for the stewardship of financial resources. The Directors are accountable to the Ministry of Community and Social Services, members, key stakeholders and the community in general.

Authority

The Board is the legal authority for Community Living Mattawa. Board members have no authority to act individually in the direction of staff and volunteers or to act as spokesperson for the organization unless specifically given such authority by the board.

Responsibility

Board members are responsible for the effective governance of the organization including its pursuit of its missions and objectives and adherence to its core values.

Requirements

- Commitment to the work of the organization
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs and/or personnel
- Attendance at monthly Board meetings
- Attendance at Annual General Meeting
- A time commitment of four hours per month
- Prepare for and participate in the discussions and the deliberations of the Board
- Be aware of and abstain from any conflict of interest
- Attendance at Board functions and Association social events
- Attendance at a minimum of one Board Education session during your term of office.

General Duties

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

- Work as a team member and support board decisions
- Review, clarify and amend the mission and objectives of the organization
- Establish overall long and short term goals, objectives and priorities for Mattawa & District ACL in meeting the needs of the community
- Develop, amend and approve by-laws and governing policies outlining key financial, staff/personnel, client services and board practices
- Monitor the performance of the organization
- Participate in hiring and releasing the Executive Director
- Participate in the evaluation of the Executive Director
- Keep informed about or up-to-date community issues relevant to the Association
- Participate in the recruitment of new Board members

Qualifications

The following are considered key job qualifications:

- Knowledge of the community
- Commitment to organization's mission
- Time (as required)
- Openness to learning

Evaluation

A director's performance is evaluated annually and is based on the carrying out of responsibilities and duties as outlined above.

Review/Approval Date

The Board annually reviews the Board member job description.