

Board Member Job Description

General Responsibilities of Board Members:

- Overall governance of Society by establishing and monitoring policies and programs and supporting development and effectiveness of the Board of Directors.
- Establish strategic purpose and direction for the Society by participating in regular strategic planning and monitoring performance toward plan's results.
- Hire the Executive Director while ensuring that she has the necessary leadership abilities, skills, experience, education and personality that will grow the Society and monitoring the Executive Director's performance toward responsibilities and yearly objectives.
- Represent the Society and its programs and services to stakeholders, including community funders and clients.
- Ensure the financial health of the Society by complying with fiscal policies and procedures and through ongoing analysis of financial reports.
- Ensure effective performance of agency's programs through ongoing program planning and evaluation.
- Ensure compliance with federal, provincial, local and Society policies and procedures.
- Maintain confidentiality policies with respect to membership and board discussions

Specific Duties:

- Attend regularly scheduled monthly Board meetings. Three consecutive missed meetings (without reasonable cause) will result in removal from the Board of Directors.
- Participate on committees and become knowledgeable about the purpose and goals of the committee.
- Attend important Society events as much as possible.
- Build and work within a collaborative and respectful decision making model that contributes to consensus.
- Support all members of the Board and work to understand the role of each team member.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Stay informed about Board policies, prepare for meetings, review and comment on minutes and reports, bring issues to the Board for discussion as needed, and maintain awareness of current women's issues.

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