

Policy Type: Governance Process

Policy Title: Director's Job Description

Position:	Director
Time commitment:	Five to ten hours per month for Board duties (meetings, preparation, consultation)
Term:	Two years. Appointed or elected annually at the Annual General Meeting.

Accountability

The Board of Directors are collectively accountable to the members, community 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 Directors have no authority to approve actions by the Association, to direct staff, or to speak on behalf of the Association, unless given such authority by the Board as a whole.

Responsibility

Directors 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.

General Duties

Every Director of the Board is expected to do the following:

- Adhere to all Board approved policies.
- Prepare for and attend all Board meetings.
- Work as a team member and support Board decisions.
- Participate in the review of the Association's mission 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.
- Establish, review and monitor policies that guide core operational practices.
- Participate in the evaluation of the Senior Staff Officer.
- Participate in the recruitment of new Directors.
- Participate in the evaluation of the Board itself.
- Participate in committee work.
- 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 in conjunction with the Board Attendance Policy and any applicable Bylaws.

Confidentiality / Non-Disclosure

All Directors are required to sign Confidentiality and Non-Disclosure agreements prior to participating in Board discussions and activities.