



Director Job Description

Position:	<u>Board Member</u>
Time commitment:	Approximately 4-10 hours a month including meeting preparation and time; committee (established and adhoc) work and special events including our annual CASINO fundraiser. The board of directors meets four times per year, with no meetings in July or December.
Term:	Two year terms elected annually at the Annual General Meeting. A board member can serve three consecutive terms and then is required to take a year leave before returning to the board if so desired. Past President may remain for an additional term to serve on the Executive and Board.

Accountability

The Board of Directors are collectively accountable to the community, funders and other stakeholders. They are accountable for the Organization's performance in relation to its mission and strategic objectives and for the effective management of financial and human resources.

Authority

Individual board members have no authority to approve actions on behalf of the Association, to direct staff, or to speak on behalf of the Board, unless given such authority by the board. Authority lies with the Board as a whole including committee recommended decisions.

Responsibility

Board members 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. Board members will define annual goals for the Association as a whole and for the individual committees (established and adhoc) that they participate in.

The Board of Directors govern the organization. Governance means: ensuring that the organization's actions are in keeping with the vision, mission, purpose and values of the organization, and that it fulfills the mandates bestowed upon it in funding contracts and by the community and membership. Governance is ensured through appropriate guidance and direction to the Staff, financial supervision, and development, review and monitoring of appropriate policies.

Major responsibilities of the Board and its committees include:

- Provide expertise and strategic planning support to CHANGE FOR CHILDREN staff members for key projects and initiatives.
- Provide annual evaluation of management staff of CHANGE FOR CHILDREN.
- Development and management of all CHANGE FOR CHILDREN committees including committee recruitment, terms of reference and work plans.

- Organization of the board of directors including board recruitment, board development and board evaluation.
- Formulation and oversight of policies and procedures.
- Financial management, including adoption and oversight of the annual budget.
- Oversight of program planning and evaluation.
- Review of organizational and programmatic reports.
- Fundraising for and Promotion of the organization.
- Prepare for and attend all board meetings.
- Work as a team member and support board decisions.
- Participate in the review of the Organization's mission and objectives and the development of a strategic plan.
- Abide by the by-laws, code of conduct and other policies that apply to the board.
- Establish, review and monitor policies that guide core operational practices (e.g. financial management, human resource management).
- Attend and participate in the Annual General Meeting.
- Attend and participate in Fundraising Events and Activities.

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 or Resignation of a Board Member

A director may be removed from the board, by majority vote, if absent from two meetings without reasonable cause according to the Association's bylaws, or failing to fulfill the position profile.

A director may be released at the end of the elected term or during their term by submitting a letter of resignation to the board chair.