



## Director Job Description

Position:	<b><u>Board Member</u></b>
Time commitment:	Approximately 4-10 hours a month including meeting preparation and time; committee work and special events. The Board of Directors meets four to five times per year, with no meetings in July or December.
Term:	Two-year terms elected annually at the Annual General Meeting (late August or early September). 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.

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### **Accountability**

The Board of Directors are collectively accountable to the Change for Children 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 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 oversight of staff, organizational budgets and program development, as well as the review and monitoring of appropriate policies.

### **Major responsibilities of the Board and its committees include:**

- Provide expertise and oversight to support to CHANGE FOR CHILDREN staff in key projects and initiatives.
- Development and management of 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 provide oversight to 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 Fundraising Activities including our Annual Development Dinner (September) and our bi-annual CASINO fundraiser.

### **Evaluation**

- **Annual Board and Director Evaluation:** The Board conducts annual self-assessments and evaluates individual director performance based on the fulfillment of outlined duties.
- **Executive Director Evaluation:** The Board reviews the Executive Director's performance against strategic and operational objectives.

### **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 for 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.

### **Committees**

Committees are chaired by Board Directors and may include non-board members. Typical committees include Finance, Fund Development, HR/Volunteers, Governance/Nominations, and Program Oversight. Standing and ad hoc committees support the Board's work by focusing on specific areas, making recommendations, and ensuring oversight. Committees operate within terms of reference approved by the Board.

### **Ethical Standards and Conflict of Interest**

- All directors must adhere to a code of ethics and declare conflicts of interest.
- The Board may establish an Ethics Committee to oversee compliance and review ethical issues.