

**Policy Type: Governance Process**

**Policy Name: Board Member's Job Description**



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Position:	Board Member / Director (Volunteer)
Time commitment:	Five – ten hours / month (meetings, preparation, consultation, fundraising and special events)
Term:	Minimum two-year commitment, elected or acclaimed annually at the Annual General Meeting (AGM). Minimum 3 months written notice for resigning.

### **Accountability**

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

### **Authority**

Individual board members have no authority to approve actions by the Shelter, to direct staff, or to speak on behalf for the Association unless given such authority by the board. The President is the direct line of communication between the Shelter Coordinator and the board.

### **Responsibility**

Board members are responsible for acting in the best long-term interests of the Organisation and the community and will bring to the task of informed decision-making a broad knowledge and an inclusive perspective.

### **Principle Duties**

Every member of the Board of Directors, including the Board's officers, is expected to do the following<sup>1</sup>:

- Prepare for and participate in board meetings
- Listen to others' views, advocate their own, identify common interests and alternatives, and be open to compromise
- Support governance decisions once made
- Participate in the review of the Association's mission and objectives and in the development of a strategic plan
- Help the board to monitor the performance of the Association in relation to its mission, objectives, core values and reputation
- Abide by the by-laws, code of conduct, conflict of interest and other policies that apply to the board

- Participate in the approval of the annual budget and monitor the financial performance of the Shelter in relation to it
- Help establish, review and monitor operational policies
- Participate in the hiring of, and if required, the releasing of, the Shelter Coordinator
- Participate in the evaluation of the Shelter Coordinator
- Identify prospective board members and possibly help recruit them
- Participate in the evaluation of the board itself (annual board self-evaluation)
- Contribute to the work of the board as a member of a board committee<sup>2</sup>
- Attend and participate in the Annual General Meeting
- Be an ambassador for the Shelter – ensure one’s involvement is known within their own network of friends and contacts.
- Keep informed about community issues relevant to the mission and objectives of the Organisation

## **Qualifications**

The following are considered key job qualifications:

- Knowledge of the community
- Commitment to the Association’s mission and strategic directions
- A commitment of time
- Openness to learning

## **Evaluation**

The performance of individual directors should be evaluated annually in the context of the evaluation of the whole 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, by majority vote by members only, at a special meeting called for that purpose. Being absent from three consecutive board meetings without notice and reasonable cause will result in the automatic removal from the board unless otherwise determined by a decision of the board.

Approved 25 April 2019

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<sup>1</sup> This list does not include fundraising responsibilities which is an important part of the Directors work.

<sup>2</sup> Directors must be realistic and specific about committee responsibilities as this can be a major contributor to board member “burn-out” and can pose an obstacle in trying to recruit new board members.