



## **NORTHERN HILLS COMMUNITY ASSOCIATION**

### **BOARD DIRECTOR ROLE DESCRIPTION – DIRECTOR-AT-LARGE**

**Time commitment:**

Five hours+/ month (meetings, preparation, consultation)

**Authority:**

Individual board members have no authority to approve actions by the Association, to direct staff, or to speak on behalf for the Association, unless given such authority by the board.

**Term:**

2 years, Appointed or elected at the Annual General Meeting (AGM)

**Reports to:**

The Board of Directors

**Accountability:**

The Board of Directors are collectively accountable to the community, funders 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.

**Responsibility:**

1. 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.
2. Must be a member in good standing of the Community Association

**General Duties:**

Every member of the Board of Directors is expected to do the following:

1. All Directors are expected to be fully informed on Community Association matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
2. Prepare for and attend board meetings
3. Work as a team member and support board decisions
4. Participate in the review of the Association's mission and objectives and the development of a strategic plan
5. Demonstrate loyalty, commitment and fiduciary responsibility.
6. Monitor the performance of the organization in relation to objectives and core values

7. Be assured that the Board and its committees are adequately and currently informed - through reports and other methods - of the condition of the Association and its operations.
8. Be assured that reports properly reflect the operating results and financial condition of the Association.
9. Ascertain that management has established appropriate policies to define and identify conflicts of interest throughout the Association, and is diligently administering and enforcing those policies.
10. Appoint independent auditors subject to approval by members.
11. Make certain there are proper internal controls within the Association
12. Approve the budget and monitor financial performance in relation to it
13. Abide by the by-laws, code of conduct and other polices that apply to the board
14. Establish, review and monitor polices that guide core operational practices (eg. financial management, human resource management)
15. Participate in fundraising activities of the Association.
16. Accept fiduciary responsibility for the Association as per Bylaws
17. Participate in hiring and releasing the Executive Director
18. Participate in the evaluation of the Executive Director
19. Participate in the recruitment of new board members
20. Participate in the evaluation of the board itself
21. Participate in committee work
22. Attend and participate in the Annual General Meeting
23. 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

#### **Removal of a Board Member:**

A director may be removed from the board, by majority vote, if absent from three meetings without reasonable cause or if acts against the best interests of the Association as per Bylaws.

#### **Role of the Board Directors**

Members must:

1. Be prepared to contribute their time, money and other resources. Directors should be prepared to contribute financially to the work of the organization or find individuals who are willing to contribute. In addition, directors should willingly contribute their expertise (e.g. marketing, lobbying, accounting, legal, etc.) to further the aims of the organization.
2. Participate fully on board committees as assigned. This means attend the meetings, read the necessary documents ahead of time and be prepared to discuss the issues at hand. Committee

meetings are the place where key issues are discussed, analyzed and resolved.

Recommendations for board action are formulated at the committee level.

3. Recruit, hire, and monitor the work of the executive director. The executive director is the employee of the board and as such is required to implement policy. **It is not the job of the board to engage in the management of day to day operations.**
4. Advocate on behalf of the organization – directors must be prepared to promote the views of the organization in order to secure funding, legislation and other support for the organization. This requires an informed board member.
5. Ensure compliance with regulations and accrediting bodies
6. Approve the budget
7. Report to the President of the board of directors. Individual agendas must be subordinate to the aims of the organization. Acting out of self interest is to be discouraged.
8. Keep discussions and reports confidential.
9. Provide input into the strategic plan and monitor the organization’s progress towards achieving established goals.
10. Participate in any way that is helpful to the advancement of the organization.