



## **JOB DESCRIPTION**

**Position:** Board Director

### **Authority and Responsibility**

The Board of Directors is the legal authority of the Penticton and District Community Resource Society (PDCRS). As a member of the Board, a Board Director acts in a position of trust for the community, and is responsible for the effective governance of the organization.

### **Requirements**

Requirements of Board membership include:

1. Commitment to the work of the organization
2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, marketing, education/training, fundraising, facilities/asset management, law and advocacy.
3. Prepare for and participate in monthly Board meetings
4. Willingness to serve on and participate in committee meetings
5. Attendance at Annual General Meetings and other Society membership meetings
6. Willingness to serve as an advocate for PDCRS
7. Support of and participation in special events and/or fundraising events
8. Compliance with the Society Code of Ethics, conflict of interest and Board confidentiality policy.
9. Personal attributes that include the ability to see the big picture, strong communication skills (good listener, predisposed to consider other viewpoints), willingness to learn, and consistency in applying ethical oversight.
10. Financial support of PDCRS (membership purchase)

### **Term**

Board Directors are elected by the membership at the Annual General Meeting. Board Directors serve for a two-year terms and may be re-elected for up to eight years. Directors may be released at the end of the elected term, by resigning, or according to PDCRS bylaws.

### **General Duties**

A Board Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel, strategic planning, risk management, and advocacy.

The Board Director will:

1. Approve, where appropriate, policy as well as other recommendations received from the Board, its standing committees and senior staff
2. Monitor all Board policies
3. Review the Society bylaws, Board structure, approve changes, and participate in the necessary amendments presented to the membership
4. Participate in the development of the PDCRS mission and strategic plan and review the organization's overall outcomes
5. Review and approve the PDCRS budget and external audit report and oversee other major business decisions
6. Approve the hiring and release of the Executive Director, including the Executive Director's employment contract, based on the recommendation of the Board Personnel Committee
7. Support the Executive Director and participate in evaluating the Executive Director

8. Participate in the assessment of the Board.
9. Support and participate in fundraising activities and special events.
10. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance the PDCRS mission

**Evaluation**

The Board development process includes both self-assessment and whole-Board assessment.

**Review Date and Approval Date**

The Board and Policy Development Standing Committee annually reviews this Director job description and recommends changes to the Board as necessary.

Approval date: \_\_\_\_\_

Review date: \_\_\_\_\_

Reference: Muttart Foundation. (2008). Board development workbooks - Board development: Developing job descriptions for board members of nonprofit organizations. Edmonton, AB: Author. (<https://www.muttart.org/publications/board-development-workbooks/>)