

North Central Community Association

Board of Directors' Job Description

Authority

The board of directors is the legal authority for North Central Community Association. As a member of the board, a 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 the following:

1. Be a member in good standing of the North Central Community Association
2. Commitment to the work of the organization.
3. Knowledge and skills in one or more areas of board governance: policy, finance, programs, personnel, and advocacy.
4. Willingness to serve on committees.
5. Attend all board and committee meetings and functions, such as special events.
6. Be informed about the organization's mission, services, policies, and programs.
7. Review agenda and supporting materials prior to board and committee meetings.
8. Serve on committees or task forces and offer to take on special assignments.
9. Suggest possible nominees to the board who can make significant contributions to the work of the board.
10. Keep current on developments in the neighbourhood.
11. Follow conflict of interest and confidentiality policies.
12. Assist the board in carrying out its fiduciary responsibilities, performing tasks such as reviewing the organization's annual financial statements

Term of Office

Directors are elected by the membership at the Annual General Meeting. Directors may serve for a two-year term. Directors may be released at the end of the elected term, by resigning, or according to North Central Community Association's bylaws.

General Duties

A director is fully informed on organizational matters and participates in the board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.

The director must:

1. Approve, where appropriate, policy and other recommendations received from the board, its standing committees, and senior staff.

2. Monitor all board policies.
3. Review the bylaws and policy manual, and recommend bylaw changes to the membership.
4. Review the board's structure, approve changes, and prepare necessary bylaw amendments.
5. Participate in the development of the organizational plan and annual review.
6. Approve the annual budget.
7. Approve the hiring and release of the executive director, including the executive director's employment contract, based on the recommendation of the personnel committee.
8. Support and participate in evaluating the executive director.
9. Assist in developing and maintaining positive relationships among the board members, committees, staff members, and community to enhance North Central Community Association's mission.
10. Represent the Association in a positive manner.
11. Respect each other's roles, responsibilities and expertise.
12. Serve as an ambassador and advocate of the Association.

Review

The personnel committee annually reviews the board member job description. Recommended changes are presented to the board.

Approval date: May 11, 2016

Review date: May 2017