

Policy Type: Governance Process
Policy Name: Board Member's Job Description

Position:	Board Member/Director (Volunteer)
Time Commitment:	Five to ten hours a month (meetings, preparation, consultation)
Term:	Two Years, appointed or elected annually at the Annual General Meeting

Accountability

The Board of Directors is collectively accountable to the industry, members 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.

Authority

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

Responsibility

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

Principal Duties

Every member of the Board of Directors, including the Board's officers, are expected to:

Strategy and Planning

Participate in the review of the Association's mission and objectives and in the development of a strategic plan;

- Contribute and add value in helping the board direct the Association;
- Stay informed about industry issues relevant to the mission of the Association and the interests of key stakeholders;
- Participate in monitoring and evaluating the performance of the Association in relation to its mission, objectives and core values.

Policy

Abide by the By-Laws, Code of Conduct and other policies that apply to the board;

- In conjunction with the Executive Director, establish, review and monitor policies that direct operational practices (e.g. financial management, human resource management).

Financial

- Participate in the approval of the annual budget and monitor the financial performance of the Association in relation to the budget.

Human Resources

- Participate in the hiring of, and if required, the releasing of, the Executive Director;
- Participate in the annual performance review of the Executive Director based on pre-established objectives;

Governance

- Recognize that the Board's role is one of governance – management and implementation of the organization's strategic plan and operations is the responsibility of the Executive Director and staff;
- Actively contribute to the functioning and leadership of the Board and its committees;
- Participate in recruiting new board members;
- Participate in the evaluation of the board (annual board self-evaluation);
- Review and recommend changes to bylaws and policies, as necessary.

Fundraising

- Support the Association in reaching its fundraising goals by participating in fundraising processes including, but not limited to, membership recruitment, sponsorships, and soliciting financial support for key initiatives.

Meetings

- Prepare for each meeting of the Board by reading material distributed prior to the meeting;
- Attend regular Board and special meetings and actively participate in the meetings. Board members are expected to attend at least 70% of board meetings and serve on at least one committee.

Qualifications

- The following are considered key job qualifications:
- Strategic perspective of the industry
- Commitment to the organisation's mission and strategic directions
- A commitment of time
- Openness to learning
- Financial acumen
- Hold a team leader/ key position in a member company
- Strong organizational skills

Evaluation

The performance of individual directors is 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. The President would be responsible for communicating, in confidence, with a Director in the case where board performance changes are required.

Removal of a Board Member

A director may be removed from the Board, by majority vote, for not performing his/her duties. Being absent from three consecutive board meetings without reasonable cause will result in the automatic removal from the Board unless otherwise determined by a decision of the Board.

Approval Date: August 13, 2019

Review Date: March 31, 2021