

Board of Directors

Job Description – Director

FUNCTION:

The role of the Board of Directors is to provide governance to the agency, represent it to the community and accept the ultimate legal authority for the agency.

BOARD RESPONSIBILITIES

In general terms, the Board has five major roles and responsibilities, which can be summarized as follows:

1. Determine and establish the Mission, Vision, and Direction for the organization. This includes ensuring that the mission, vision and values of the organization are written, undergo periodic review and are fully understood and supported. In also includes strategic planning, the establishment of strategic directions and ongoing monitoring and evaluation.
2. Ensure sufficient financial and human resources are available to carry out the mission and operations of the organization. This also includes the effective management, control and reporting of finances.
3. Ensure Organizational Performance & legal compliance through oversight of Executive Director who is responsible for organizational operations
4. Selection & Evaluation of the CEO.
5. Self-Management through the development of appropriate Board structure, functioning and practices, recruitment and orientation of Board members, and assessment and evaluation of Board performance.

INDIVIDUAL BOARD MEMBER RESPONSIBILITIES

In conjunction with other Board members, the general purpose of this position is to fulfill the major governance roles and responsibilities of this not-for-profit organization in an effective and efficient manner.

Specific responsibilities, in addition to fulfilling the governance roles and responsibilities as set out above, of a Board Director include:

1. To become an Alzheimer Society of Durham Region member of good standing.
2. To attend and participate in the governance of the Alzheimer Society of Durham Region through regular attendance at Board of Directors' meetings (80% minimum attendance), fulfillment of the Board roles and responsibilities, and adhere to the Society's bylaws, policies and procedures.
3. To be prepared for each Board meeting by having read all reports, minutes and other materials to be discussed at the Board meeting.
4. Actively participate on at least one Board of Directors' committees, as required.
5. Support the Vision, Mission and Strategic Plan of the Alzheimer Society of Durham Region.
6. Make a personal financial contribution at a level that is meaningful to me
7. Attend the Annual General Meeting.
8. Participate in Board Retreat(s).
9. Attend and/or assist with special events and fundraising activities & events

QUALITIES OF BOARD MEMBERS

To effectively fulfill a role as an individual board member, other generic qualities should be demonstrated, such as:

- Understanding of the basic principles of governance which emphasize leadership, envisioning for the future, pro-activity rather than reactivity, and the distinction between these aspects and the day to day operational responsibilities of management
- Commitment to the vision, mission and values
- Ability to work as a member of the team with enthusiasm for resolving challenging issues
- A positive attitude, integrity, and respect for others' contributions
- Willingness to devote the time and energy necessary to fulfill the responsibilities of a Board member
- Expectation to be punctual, concise, and orderly and obliged to be prepared and to participate productively in discussions
- Creativity and a willingness to contribute your skills, knowledge, ideas and influence

TERM:

- Two or Three year term, renewable to a maximum of six years