

Board of Directors Job Description - Director

Function

Board members are responsible for determining and implementing policies and procedures to achieve the mission and mandate of Big Brothers Big Sisters Grey Bruce.

Role and Responsibilities

- Understand and demonstrate a commitment to the organization's mission and programs;
- Be informed about agency policies and programs in order to support adherence to the National Standards as set out by Big Brothers Big Sisters of Canada;
- Possess knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy;
- Contribute skills and knowledge by participating actively in meetings and committee work;
- Understand and maintain confidentiality;
- Avoid any potential conflicts of interest;
- Ensure the organization is complying with all legal and regulatory requirements;
- Assist in fostering positive relationships among the Board, staff and community to support fulfillment of organizational mandate.
- Serve as an ambassador for the organization;

General Duties

- Prepare for meetings by reading agendas, minutes, reports and other documentation required to actively participate in them;
- Attend meetings regularly;
- Be an active participant on at least one board committee;
- Keep up to date with issues and trends that affect the organization;
- Participate in the review of the Board's structure, approve changes, and assist in bylaw amendments;
- Participate in the recruitment of new board members and staff;
- Support and participate in the evaluation of the board;
- Get to know other committee members and builds a collegial working relationship that contributes to consensus;
- Assist in the recruitment of new volunteers for all positions in the agency;
- Share in the oversight of staff including review and approval of employment contracts;
- Participate in fundraising for the organization and any events related thereto;



- Participate in orientation, educational and strategic planning sessions;
- Understand and monitor the organization's financial affairs including review and approval of annual budgets;
- Be available for unscheduled meetings and phone calls;

Term of Service

Upon acceptance as a Board member, you agree to serve a minimum of one year in said position. All volunteers are encouraged to serve a full term (three (3) years) and a second term if fit.

Meeting Schedule

Meetings are monthly except for the month of August. Day of the week and time of the day is determined by majority of the board and every attempt is made to keep them constant throughout the year.

Summary of Liability Insurance

Board members are protected under Big Brothers Owen Sound Directors insurance policy held by COWAN Insurance and paid for by the agency. This does not include coverage of financial responsibility for staff and agency expenses.