



CommunityLinks

COMMUNITY LINKS

Board Member Job Description

Purpose:

The Board of Directors is the legal authority for the North Rocky View Community Links Society. As a member of the Board, a Director acts in a position of trust for members of the Society and is responsible for the effective governance of the organization.

Duties and Responsibilities:

- To abide by Community Links By-Laws, Code of Conduct, Conflict of Interest and Oath of Confidentiality.
- To treat clients, other volunteers and staff with respect and dignity.
- To inform the Board Chair, Vice Chair, Executive Director and/or Executive Assistant of vacation, illness, etc. that effect Board or Committee meetings.
- To commit to attending meetings and providing ongoing support to Community Links and its staff.
- Monitor all Board policies.
- To assist in the development or revision of policies related to Board, Board committees or Board task forces. Approve Board policies once amended.
- Review bylaws and recommend changes to the membership as needed.
- To demonstrate interest and implementation of the agency's strategic plan (including Mission, Vision, Values and Guiding Principles).
- To commit to membership and active participation on at least one committee or task force.
- To possess a willingness to expand knowledge of Board responsibilities through orientation and ongoing education.
- To represent the organization to the community according to the Advocacy Policy.
- Serve as knowledge centre in the areas of Board governance, the not-for-profit sector, finance, human resources, information technology, advocacy, or fund development.
- Review the Board's structure, approve changes, and prepare necessary bylaw amendments.
- Participate in the development of Community Link's organizational plan and annual review.
- Approve Community Link's budget.
- Support and participate in evaluating the Executive Director.
- Maintain positive relationships with other Board members, committees, staff, members and community.
- Support of special events and participation in fund raising events.
- To be sensitive to cultural differences in attitudes toward fundraising.
- Promotes the organization in the community.

Time Requirements:

- Hours required will vary depending on the number of meetings and activities scheduled for that month. Each meeting will require a minimum time commitment of 2 hours per month.
- A minimum two year commitment is required with an option to serve up to three terms (6 years in total).

Orientation and Training:

- Orientation to Community Links as outlined in the orientation plan.

Benefits:

- Be part of the community.
- Share your knowledge and expertise.
- Opportunity to become aware of social issues.
- Develop strengths and skills.
- Exercise your leadership skills.

Skills, Qualifications and Eligibility Requirements:

- Board members must be reliable and committed.
- Board members must possess good interpersonal skills.
- Previous Board experience is an asset.
- Board members must have an understanding of Not-for-Profit agencies.
- Legal, Health Care or Social Services background is an asset.
- Board members must provide 3 references and complete a police information check and child intervention check every 3 years.

Screening Required (Level 3):

- Application
- Interview
- Code of Conduct
- Conflict of Interest and Confidentiality
- Board Commitment
- Signed Job Description
- Reference Checks
- Police Information Check
- Child Intervention Check
- Orientation and Training
- Photo Release
- Letter of Acceptance
- Board Handbook
- Brochure
- Program and Services Guide