

COMMUNITY LINKS - Position Description

Position Title: Board Member

Purpose: Board Members provide support and guidance to the Executive Director and staff of Community Links.

Duties and Responsibilities:

- To abide by Community Links By-Laws, Code of Conduct and Oath of Confidentiality.
- To treat clients, other volunteers and staff with respect and dignity.
- To inform the Board Chair, Executive Director and/or Executive Assistant of vacation, illness, etc.
- To perform only those requests authorized by Community Links.
- To commit to attending meetings and providing ongoing support to Community Links and its staff.
- To assist in development or revision of policy with Board related committees i.e. Personnel for Executive Director, Fund Development or Building.
- To demonstrate interest and implementation of the agency's strategic plan (including Mission, Vision, Values and Guiding Principles).
- To represent some aspect or segment of the population in the community.
- 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.

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 of renewal up to three times.

Orientation and Training:

- Orientation to Community Links

Benefits:

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

Skills, Qualifications and Eligibility Requirements:

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