

Job Description: Board Member

Accountability

The Board of Directors is collectively accountable to the members, community, funders and other stakeholders. They are accountable for Club Inclusion'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 Club Inclusion, to direct staff, or to speak on behalf of Club Inclusion unless given such authority by the board.

Time Commitment

Varies, however, members are expected to attend regular Board Meetings and may be asked to do anyone of the following: prepare for board meetings, participate in committees and attend special events from time to time.

Term of Office

As deemed by The Club Inclusion's bylaws

Responsibility

Board members are responsible for acting in the best long-term interests of Club Inclusion and the community and will bring to the task of informed decision-making a broad knowledge and an inclusive perspective.

Principle Duties

Every member of the Board of Directors, including the Board's officers, is expected to do the following:

- Prepare for and participate in board meetings
- Listen to others' views, advocate their own, identify common interests and alternatives, and be open to compromise
- Support governance decisions once made

- Participate in the review of Club Inclusion's mission, vision, and objectives and in the development of a strategic plan
- Help the Board to monitor the performance of Club Inclusion in relation to its mission, objectives, core values and reputation
- Abide by the by-laws, code of conduct, conflict of interest and other policies that apply to the Board
- Participate in approval of the annual budget and monitor financial performance
- Help establish, review and monitor operational policies
- Participate in the hiring of, and if required, the releasing of, the Executive Director
- Participate in the evaluation of the Executive Director
- Identify prospective Board members and possibly help recruit them
- Participate in the annual evaluation of the Board itself
- Contribute to the work of the Board as a member of a Board committee
- Attend and participate in the Annual General Meeting
- Be an ambassador for Club Inclusion
- Keep informed about community issues relevant to the mission and objectives of Club Inclusion
- Help identify opportunities and or participate in fund-raising activities

Qualifications

The following are considered key job qualifications:

- Knowledge of the community
- Commitment to Club Inclusion's mission and strategic directions
- A commitment of time
- Openness to learning

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.

Removal of a Board Member

A director may be removed from the Board, by majority vote, for trying to exercise authority where they have none or for not following the code of conduct or other policies that apply to the Board. Being absent from three consecutive board meetings can result in removal from the Board.