

## Langs

### Job Description **BOARD MEMBER**

<b>Position</b>	<b>Volunteer Board Member/Director</b>
<b>Time commitment</b>	Five to ten hours per month (meetings, preparation, events)
<b>Term</b>	Appointed for a one year term followed by up to two consecutive three year terms. (Term may be renewed once for a total of seven years unless the member serves on the executive)

#### **Qualifications**

- i. Be committed to the organization's mission, vision and strategic directions
- ii. Be a community member (as defined in the organization's by-law)
- iii. Have an interest in the betterment of the community
- iv. Be open and non-judgemental
- v. Have or develop an understanding of governance and the roles and functions of a board of directors
- vi. Have the availability of sufficient time to devote to board responsibilities
- vii. Be open to learning
- viii. Possess good communication skills

#### **Accountability**

The board of directors is collectively accountable to the individuals and families, the community, funders and other stakeholders. They are accountable for the organization's performance in achieving its mission, vision and strategic objectives. Board members are effective stewards of financial and human resources and the overall quality of programs and services.

#### **Authority**

Individual board members have no authority to direct or make requests of the Chief Executive Officer or staff, or to speak on behalf of Langs unless given such authority by the board.

#### **Responsibility**

Board members are responsible for acting in the best long-term interests of the organization and the community and will bring to their deliberations broad knowledge, a long-range view and openness to learning. Board members who access services or family members of board members who access services are expected to keep their roles separate, and will be treated the same as other individuals or family members who access Langs' services.

#### **Expectations of the Board as a Whole**

To satisfy its fiduciary duties, the board is responsible for:

- determining the mission and vision of the organization;
- strategic planning to help guide future decisions;

- selecting and evaluating the performance of the Chief Executive Officer;
- strong fiduciary oversight and financial management;
- supporting fundraising and resource development;
- making a personal financial donation within their means;
- approving and monitoring the organization's budget;
- participating in the evaluation of the board itself (semi-annual board self-evaluation); and
- enhancing the organization's profile.

### **Member Responsibilities**

1. To promptly attend and conscientiously participate in board meetings.
2. To know the organization's mission, vision, principles and values.
3. To prepare for meetings by reading the agenda package, understanding the organization's financial statements and completing any assigned tasks.
4. To respect, listen, question and discuss the input of all members, advocate for their own opinions, identify common interests and alternatives, and be open to compromise.
5. To send regrets to the Executive Assistant when unable to attend a meeting.
6. To be active advocates and ambassadors for the organization.
7. To leverage connections, networks and resources to develop collective action to fully achieve Langs' mission.
8. To recruit, hire, provide direction, evaluate the performance of and if required release the CEO.
9. To function as a team member with other board and committee members and staff.
10. To review and approve the annual budget.
11. To monitor the financial status of the organization and recommend timely and appropriate budget changes in order to make the best use of funding.
12. To identify personal connections that can influence public policy and/or benefit the organization's fundraising and financial standing.
13. To establish, review and update policies and procedures for the organization.
14. To advise the board chair and CEO immediately if they becomes ineligible to serve on the board under the Income Tax Act\*.
15. To contribute to the work of the board by participating fully in one or more committees.
16. To establish ad hoc committees as deemed necessary.
17. To represent the community by keeping informed about community trends and considering the interests of all segments of the population being served.
18. To abide by the by-law, oath of confidentiality, conflict of interest and code of conduct policies of the board.
19. To identify prospective board members and possibly help recruit and mentor them.
20. To attend and participate in the annual general meeting.
21. To elect the Executive Officers and committee members annually.
22. To designate board and staff members as signing authorities for the organization.
23. To attend workshops, conferences and other functions that pertain to the work of Langs when opportunities exist.
24. To assist with the planning and implementation of fundraising events.
25. To review, accept or reject reports and recommendations brought forward by any committee.

## **Evaluation**

The performance of individual directors is evaluated 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 not performing his/her duties. Being absent from three consecutive board meetings or 50% of board meetings over the course of the year without reasonable cause will result in removal from the board unless otherwise determined by a decision of the board.

## **I HAVE READ AND ACCEPT THIS ROLE AND ITS RESPONSIBILITIES**

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**Board Member Name**

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**Board Member Signature**

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**Date**

**Revised: October 2019, August 2022**

\* <https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/policies-guidance/ineligible-individuals.html>