



## **Project CANOE - Board Member Job Description**

### **Position**

Board Member

### **Authority and Responsibility**

The Board of Directors is the legal authority for Project CANOE. As a member of the Board and Director, you act in a position of trust for the community and is responsible for the effective governance of the organization.

### **Requirements of Board Membership Include:**

1. A commitment to the work of the organization
2. Ethical and honest conduct and compliance with the law and board policies.
3. A commitment to bringing a unique set of skills and ideas to the Board to ensure a diversity of opinion and thought in board discussion and to provide a high level of diligence in board decisions.
4. A commitment to treating other directors and the opinions of other directors with respect and courtesy.
5. A commitment to attending Board meetings and the Annual General Meeting (8-10 meetings per year)
6. A willingness to participate in the work of at least one committee of the board.

### **Term:**

Directors are elected by the membership at the Annual General Meeting. If vacancies arise, board members can be approved at a regular meeting of the board of directors. Directors are elected for a one-year term (these can be consecutive) at the Annual General Meeting of Project CANOE

### **General duties:**

A director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matter of policy, finance, programs and personnel.

### **The Director must:**

1. Approve where appropriate, policy and other recommendations received from the Board, its standing committees and senior staff.
2. Monitor all board policies.
3. Review the bylaws and policy manual, and recommended bylaw changes to membership.

4. Review the Board's structure, approve changes, and prepare necessary bylaw amendments.
5. Review and approve the five-year business/strategic plan.
6. Review and approve the annual plan presented to the Board prior to the beginning of the new fiscal.
7. Approve Project CANOE's budget.
8. Approve the hiring and release of the Executive Director and participate in evaluating the Executive Director.
9. Assist in developing and maintaining positive relations among the Board, committees, staff and community to enhance Project CANOE's mission.
10. Assist with recruitment of new Board members, especially if leaving the Board.\
11. Assist in developing and maintaining positive relations among the Board, committees, staff and community to enhance Project CANOE's mission