



## **JOB DESCRIPTION OF THE BOARD OF DIRECTORS**

### **RESPONSIBILITIES OF BOARD MEMBERS:**

- To regularly attend and come prepared to actively participate in decision-making at Board meetings (usually ten to twelve per year).
- To be informed about the background of issues in order to discuss them responsibly at Board meetings and when representing the Corporation in the community.
- To acquire a clear understanding of the Corporation and participate in decision-making relating to the finances of the Corporation.
- To be aware of the roles and responsibilities of Board and centre staff.
- To maintain Board business confidentiality.
- To understand and maintain lines of communication between Board and centre staff.
- To take the initiative to gain a knowledge of the services of the centre and resources, trends and needs in the community.
- To support and participate in fundraising activities.
- To actively participate and provide leadership on committees of the Corporation.

### **BENEFITS AND OPPORTUNITIES PROVIDED BY BOARD MEMBERS:**

- The opportunity to practice and develop personal and career skills in the area of leadership, communications, decision-making and management.
- The opportunity to broaden personal knowledge to influence, through policy-making and responsible leadership, the provision of child day care services.
- The opportunity to work as part of a team of Board, parents and staff, with a wide variety of backgrounds and skills.
- The opportunity to use your knowledge, skills, abilities and commitment to serve others.

## **QUALIFICATIONS AND EXPECTATIONS OF BOARD MEMBERS:**

- A fundamental interest in the work of the Corporation as a provider of child day care services.
- A clear understanding and personal commitment to the positive values of volunteering and the voluntary service sector.
- A working knowledge of parliamentary procedures.
- Planning and decision-making skills.
- A personal commitment to child day care as an essential, vital and supportive service for families.
- The ability and determination to work as a member of a team.
- Good communication skills, both written and verbal, including the ability and interest in representing the Corporation in a positive and responsible manner.
- An interest in the community, primarily with regard to issues relevant to child day care.
- Specialized abilities and skills for special tasks, such as legal guidance, financial expertise, management capabilities, and conflict resolution knowledge.

## **TIME COMMITMENT:**

- A time commitment of a minimum of five to ten hours a month. (This varies from month to month, depending on committee responsibilities and required attendance at specific functions. Holding an executive position of the Board of Directors generally involves a greater time commitment.)
- Ten to twelve Board meetings a year.
- Preparation for Board meetings by reading the agenda, reports and correspondence.
- Participation on committees.
- Participation in Board orientation and training activities.
- Participation as required at parent meetings, staff meetings, community meetings and centre functions.

## **LEGAL RESPONSIBILITIES:**

The Board has final legal authority for the Corporation. Generally, legal responsibility falls into three major areas:

- Responsibility for the fiscal (financial) management of the Corporation, including personal responsibility for some payroll and benefits obligations in certain circumstances.
- Ultimate legal and ethical responsibility of the quality of service provided by the Corporation.
- Legal accountability in any circumstances involving violations of the law.

## **ELECTION AND TERMS OF BOARD MEMBERS:**

- Directors are elected by the membership from a slate of candidates prepared by the Nominating Committee. The Corporation Bylaws state the number of Board members allowed.
- The election of The Board of Directors shall take place at each annual meeting of the members or at a special meeting of members called for the purpose of electing Board members.
- The election may be by a show of hands unless a poll be required or demanded.
- If an election of a Board of Directors is not held at the proper time, the incumbent Board shall continue in office until their successors are elected.

## **BOARD ORIENTATION AND ONGOING TRAINING:**

- Board members should participate in an orientation about the centre's program as well as about the history and philosophy of the Corporation.
- In order to help Board members meet their responsibilities, a variety of training activities may occur throughout the year.
- All Board members should have access to a Board Policy Manual and should ensure that it is kept up to date.