



Board Member

Board Member Job Description
Effective Date: January 20, 2022

Position Summary

Board Members are to serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission. Board Members leverage connections, networks, and resources to develop collective action to fully achieve the organization's mission.

The Board of Directors is the legal authority for Kawartha-Haliburton Children's Foundation. Board members hold and act from a position of trust on behalf the organization's stakeholders and the community.

Principal Duties

1. Governs the organization using its bylaws and established policies and procedures.
2. Participates in setting strategic direction and priorities for the organization to meet the needs of the community.
3. Regularly attends board meetings and other important related meetings.
 - a. Prepares for and participates in the discussions and the deliberations of the Board.
 - b. Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
4. Promotes the mandate and activities of the organization throughout the community.
5. Ensures accountability for the services provided and funds expended.
6. Monitors and evaluates the effectiveness of the organization through regular review of programs and services.
7. Seeks nominations for election to the Board when appropriate.
8. Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
9. Participates in fund raising for the organization.

Knowledge, Skills and Abilities Required

- Commitment to the organization's mission and strategic directions
- An ability to commit the time required to fulfill the responsibilities described
- Previous Board experience an asset
- Refer to Board Skills and Experience Matrix for further details

Responsibilities and Expectations

1. A time commitment of a minimum five hours per month (includes Board preparation, Board meeting, committee and meeting time).
2. Willingness to serve on at least one committee.
3. Regular attendance at monthly Board meetings and attends the Annual General Meeting.
4. Be informed of the services provided by the organization and publicly support them.
5. Prepare for and participate in the discussions and the deliberations of the Board.
6. Be aware of and abstain from any conflict of interest.

Term

Board Members appointed for a 1-year renewable term.