

Langs Farm Village Association

Job Description for

BOARD MEMBER

Hours of Work: Approximately 5-7 hours/month.

Background:

The Langs Farm Village Association Board Member is:

- i) appointed for a one year term followed by up to two consecutive three year terms.
- ii) a community resident or an appointed representative.
- iii) an individual who has an interest in the betterment of the community.

The Langs Farm Village Association Board Member shall:

- i) be knowledgeable about the goals and structure of the agency, the policies and procedures, the programs and the staff.
- i) be aware of community needs and be open and non-judgmental.
- ii) develop an understanding of the functioning of a board of directors.
- iii) possess good communication skills.

Accountability: The LFVA board member shall be accountable to residents of the organization's boundaries and participants who access services offered by the organization. Board members are also accountable to federal, provincial, municipal government funding bodies and any other group that provides financial assistance to the organization.

Responsibilities:

1. To promptly attend any scheduled board meetings of the agency and:
 - i) prepare for meetings by reading the agenda package and completing any assigned tasks
 - ii) participate in meetings through listening, questioning, discussing, and brainstorming
 - iii) vote on issues without bias
 - iv) respect the input of all members
 - v) send regrets to Chairperson when unable to attend a meeting.
2. To hire and provide direction to the LFVA Executive Director. May assist with the recruitment and hiring of other staff.
3. To function as a team member with other board, committee members and staff.
4. To review and approve the projected budget of the agency each year.
5. To monitor the financial status of the agency and recommends timely and appropriate budget changes in order to make the best use of funding.

6. To establish, review and update policy and procedures for the organization.
7. To establish ad hoc committees as deemed necessary.
8. To represent the community by respecting confidentiality and considering the interests of all segments of the population being served.
9. To participate in the election of an Executive Committee, at the one board meeting following each Annual General Meeting.
10. To designate board and staff members as signing authorities for the organization.
11. To attend workshops, conferences and other functions that pertain to the agency when required.
12. To assist with the planning and implementation of fundraising events for the agency.
13. To review, accept or reject reports and recommendations brought forward by any operating committee of the association.
14. To promote the aims and objectives of the organization in the community.

Revised: September 1998