



## BOARD MEMBER JOB DESCRIPTION

Organizational	Board Member	July 2017
<p>The community's needs have been our focus since 1971 at Caledon Community Services. Our vision, mission and values apply to all we do. Our vision is the beacon for our long-term destination. It provides us with a road map for our work and our community.</p> <p style="text-align: center;"><b>Vision</b> Healthy, Engaged Compassionate Community for All.</p> <p style="text-align: center;"><b>Mission</b> To help people help themselves by working creatively and responding to community needs.</p>		
<b>Location</b>	Bolton	
<b>Time Commitment</b>	<ul style="list-style-type: none"> <li>• Board meetings are the fourth Wednesday of every month from 5:30 pm to 8:30 pm from September to June inclusive</li> <li>• Annual General Meeting in June</li> <li>• A July/August meeting at the discretion of the Board Chair</li> <li>• One subcommittee monthly meeting. Frequency of the meeting varies depending on the area of focus</li> <li>• 6-10 hours monthly, 2 years with renewable terms</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Gather information systematically to establish facts and principles for problem solving and decision making.</li> <li>• Determination to get things done.</li> <li>• Constantly looking for better ways to serve the community.</li> <li>• Flexible to manage changing situations and environments.</li> <li>• Emotional commitment to the organization's mission.</li> <li>• Strong communication skills.</li> <li>• Performance orientation (accomplish and implement tasks, plans, results).</li> <li>• Of high repute and integrity in business, profession and the community.</li> <li>• Time availability.</li> <li>• At least one of the skills and characteristics required by the collective Board.</li> <li>• An ability to listen, analyze and question strategy proposals and performance data.</li> <li>• Work as part of the board team with a common aim.</li> </ul>	
<b>Goals</b>	<p>As a hybrid Carver governance Board of Directors we develop and oversee governance policy, are actively involved in the development of the Strategic Plan, provide support to the Chief Executive Officer and through the CEO, on occasion to the Senior Management team. All members will represent the agency as an ambassador while also providing support to fundraising events and campaigns. Board members will advocate for agency services/initiatives and engage in special interest areas through standing or ad hoc committees of the Board.</p>	

<b>Duties</b>	<ul style="list-style-type: none"> <li>• Formulation and oversight of governance policies and procedures</li> <li>• Approval of annual budget audits and each year's new budget</li> <li>• Work closely with the Chief Executive Officer and Senior Management Team in preparation of a Strategic Plan that addresses the vision and priorities for the organization on a go-forward basis.</li> <li>• Attend and participate in monthly meetings.</li> <li>• Serve on at least one subcommittee of the Board.</li> <li>• Represent the organization in various community forums and CCS events.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• At least 18 years of age.</li> <li>• Demonstrate commitment and passion for the agency's vision, mission and values.</li> <li>• Be alert to community concerns that can be addressed by the Organization.</li> <li>• Knowledge of the Town of Caledon's challenges in areas served by the Organization.</li> <li>• Be a community ambassador and advocate for the services and initiatives that CCS provides.</li> <li>• Particular skills/experience an asset in the fields of finance, fundraising, legal matters, marketing, communications, health care and organizational development.</li> </ul>
<b>Personal Traits and Qualities Desired</b>	<ul style="list-style-type: none"> <li>• Strong interpersonal skills.</li> <li>• Strong problem solving and communications skills.</li> <li>• Superior communication skills – written, verbal, report writing and presentations.</li> <li>• Work confidently within a group.</li> <li>• Recognize and respect different perspectives.</li> <li>• Open to the ideas and views of others.</li> <li>• Civic minded and passion for the Town of Caledon.</li> </ul>
<b>Boundaries and Limitations</b>	<ul style="list-style-type: none"> <li>• Follow CCS Policies &amp; Procedures.</li> <li>• Chief Executive Officer is the direct and sole report</li> </ul>
<b>Support, Training and Evaluation</b>	<ul style="list-style-type: none"> <li>• Board orientation (approximately 15 hours during the first two months of Board Membership).</li> <li>• Orientation portfolio.</li> <li>• Mentoring program.</li> <li>• On-going training and development through various funder forums.</li> <li>• CCS Board training and development.</li> <li>• A board members' performance is evaluated annually based on self-assessment and as a team member.</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Meetings held in various board rooms or CCS facilities.</li> </ul>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Providing leadership to the organization to benefit the community's residents, business owners and other stakeholders.</li> <li>• Build career skills and networks.</li> <li>• Invitation to our annual recognition celebrations.</li> <li>• Enjoy stores discount card.</li> <li>• Meet other volunteers with similar interests.</li> <li>• Reference letter after 50 hours of service.</li> </ul>
<b>Screening Measures</b>	<ul style="list-style-type: none"> <li>• Level 3</li> <li>• Interview process along with 2 character references</li> <li>• Successful Criminal Record Check</li> </ul>