**Board Member: Position Description**

Board members are responsible for the general oversight of the Society’s programs and services consistent with approved program plans and budgets; approved policies and procedures; all applicable federal, provincial, and local regulations; and sound legal and fiscal management practices.

**General Roles and Responsibilities Of Board Members:**

General responsibilities of  Board members include, but are not limited to the following:

* Maintain legal and fiscal responsibility of the Society;
* Be familiar with and participate in evaluation of the Society’s goals, objectives, programs and services; and participate in strategic planning;
* Set the Society’s mission and overall strategy and modify as needed;
* Partner with the Executive Director and other members of the Board of Directors to ensure that resolutions are carried out;
* Monitor leadership, holding it accountable for fiscal and programmatic performance;
* Participate in an annual performance evaluation of the Executive Director; select and replace Executive Director as required;
* In accordance with the governance policy, participate in an annual performance evaluation of the Board of Directors;
* Support and advocate for Society programs and services within the wider community;
* Support the opinion of the Board when interacting with colleagues and the community, and refrain from voicing public dissent; (Note: the Executive Director and the President of the Board are the official spokespeople for the Society);
* Attend and actively participate in regular Board meetings, committees, and events. Directors are asked to prepare in advance, participate fully, question openly, and deliberate thoughtfully.  If a director is absent for two consecutive meetings, or three meetings within one year, the executive committee shall review the director’s continuing role and may recommend that the director resigns from the Board;
* Provide candid, open and positive feedback;
* Fulfill commitments with agreed-upon deadlines;
* Actively support committees and events as requested; each director will actively serve on at least one committee.
* Assist in recruiting members of the Board of Directors; make recommendations for potential board members to the Nominations Committee.
* Each individual will maintain membership with the Society and will consider an annual cash gift that is meaningful and manageable.

Each director will comply with the guidelines and intentions of policies and procedures, the conflict of interest statement, the code of ethics, society by-laws, members’ statement, and other such documents.

Each Director is responsible to the Board Chair and is expected to show loyalty to the Society. Recommendations, suggestions, issues, and concerns related to the operation of the Society or to the Executive Director and/or Society staff are to be referred to the Chair, who is the designate liaison to the Executive Director.

In summary, Board members are expected to fulfill the functions of: acting as the final legal/fiscal overseer of Society sponsored programs and services; strategic planning; top-level management hiring/support/evaluation/accountability; advocates for Society sponsored programs and services within the wider community; and, active participation in Society Board meetings.

Approved by the Board of Directors: