**Board Type:** Policy Governance

**Policy Name:** Board Director’s Job Description – Society representing NSCECE

**Position:** Board Member/Director (Volunteer)

**Time Commitment:** 5 to 8 (up to 10 for officers) hours per month   
(meetings, preparation, consultation, committee work)

**Term:** Three years, appointed or elected annually at the Annual General Meeting

(term may be renewed once for a total of six years)

**Accountability**

The Board of Directors in collectively accountable to the members, community, funders and other stakeholders of the Society. They are accountable for the Society’s performance in relation to its mission and strategic objectives, and for overseeing the performance of the ED who leads the effective stewardship of financial and human resources operations in NSCECE.

**Authority**

Individual Board Directors have no authority to approve actions by the Society, to direct staff, or to speak on behalf of the Society unless given such authority by Board/Committee Chairs under specific Terms of References.

**Responsibility**

Board Directors are responsible for acting in the best long-term interest of the Society and the community and will bring to the task of informed decision-making a broad knowledge and an inclusive perspective.

**Principle Duties**

Every member of the Board of Directors, including the Board’s officers, is expected to do the following:

* Prepare for an participate in Board meetings
* Listen to others’ views, advocate their own, identify common interests and alternatives, and be open to compromise
* Support governance decisions once made
* Participate in the review of the Society in relation to is mission, objectives, core values and reputation
* Abide by the by-laws, code of conduct and other policies that apply to the Board
* Participate in the approval of the annual budget and monitor the financial performance of the Society in relation to it
* Help establish, review, and monitor operational policies from a governance and risk management perspective
* Support the recruitment and selection of the Executive Director, and if required, the releasing of, the Executive Director
* Participate in the evaluation of the Executive Director on an annual basis
* Support and participate (as required) the recruitment and selection of prospective board directors
* Participate in the evaluation of the Board itself (annual process)
* Contribute to the work of the Board and become a member of at least one Board committee
* Attend and participate in the Annual General Meeting
* Be an ambassador for the Society – ensure one’s involvement is known within their own network of friends and contacts
* Keep informed about community issues relevant to the mission and objectives of the Society

**Key Qualifications/Competencies**

The following are considered key qualifications:

* Knowledge of the community served by the Society
* Commitment to Society’s mission and strategic directions
* Experience in not-for-profit organizations, preferably in the sector/industry
* Commitment of time
* Openness to learning

**Relevant Professional Experience**

* Governance, preferably not-for-profit
* Business/Management
* Legal/Regulatory
* Human Resources
* Accounting/Financial
* Risk Management
* Public Relations/Media

**Specialized Environmental Knowledge**

* Government Relations/knowledge of regulatory environment related to sector
* Community/Stakeholder Relations
* Industry/Sector experience – Education, Childcare and/or Adult Learning

**Personal Effectiveness Skills**

* Leadership/Teamwork
* Strategic Thinking/Planning
* Critical Thinking/Problem Solving