

**Position:** Director, Volunteer Alberta Board of Directors

**Authority:** The Board of Directors is the legal authority for Volunteer Alberta (The Association of Volunteer Centres and Volunteer Engaging Organizations of Alberta). As a member of the Board, a Director acts in a position of trust and is responsible for the effective governance of the organization, which includes fiscal responsibility and strategic direction.

**Requirements include:**

1. Commitment to the mission and work of the organization
2. Understanding of Alberta’s nonprofit/voluntary sector
3. Understanding of the generative governance model
4. Willingness to serve on committees
5. Attendance at Board meetings
6. Involvement during meetings of assigned committees
7. Supporting the organization as a member
8. Attendance at the Annual General Meeting
9. Support of special events

**Responsibility:** It is the responsibility of Directors to remain informed on sector trends and the impact on volunteerism and participate in the Board’s deliberations and decisions in governance areas about policy, finance, senior personnel, advocacy, and education.

**The Director will:**

1. Bring individual knowledge, skills, and diversity of perspective, as well as networks of knowledge and influence, to inform the work of the Board and Volunteer Alberta.
2. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees, and senior staff.
3. Review the bylaws and policy manual, and recommend bylaw changes to the membership.
4. Review the Board’s governance model.
5. Participate in the development of Volunteer Alberta’s strategic plan and impact.
6. Participate on Board committees
7. Approve and review Volunteer Alberta’s budget and financial statements.
8. Approve the hiring and release of the Executive Director, including the contract.
9. Evaluate the Executive Director.
10. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance Volunteer Alberta’s objectives.

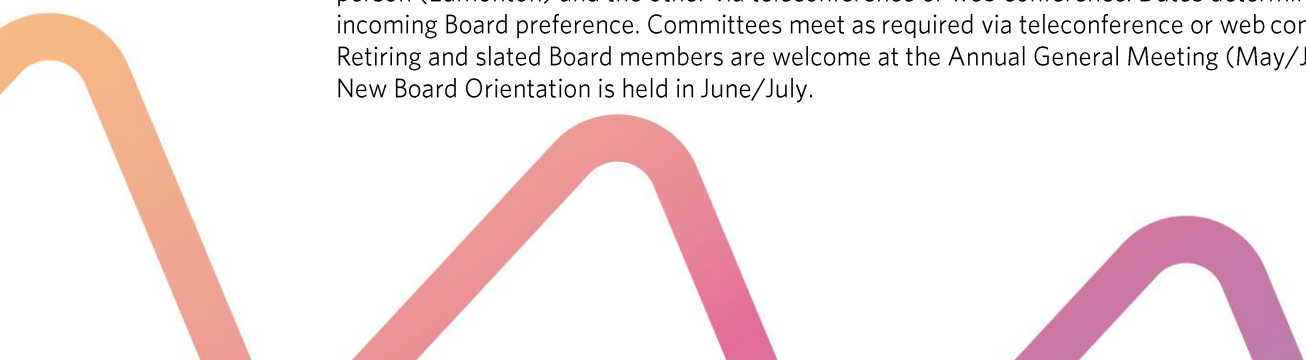
**Terms:** Members of the Board shall be appointed for a two (2) year term, with potential to renew for an additional term (two years each), up to a maximum of three (3) terms (six years).

Terms will be determined at the discretion of the Board.

1st Term	2nd Term	3rd Term	Total
2 years	2 years	2 years	6 years

**Evaluation:** A Director’s performance is evaluated annually based on the performance of assigned Board requirements and duties.

**Meetings:** The full Board meets in September, November, February, and April. Two meetings are held in person (Edmonton) and the other via teleconference or web conference. Dates determined by incoming Board preference. Committees meet as required via teleconference or web conference. Retiring and slated Board members are welcome at the Annual General Meeting (May/June). New Board Orientation is held in June/July.



## Nomination Form

Please complete all spaces and return to Volunteer Alberta prior to May 5, 2017. The Nominee, as verification of his/her acceptance, must sign this Nomination Form. *A resume and short biography must also accompany the Nomination Form.*

**POSITION NOMINATED FOR:**            **Director**

**NOMINEE:**

Name	
*Name of Organization represented (if applicable)	
Have you been on a Board of a registered charity whose status has been revoked?	No Yes (If Yes, please provide details)
Are you arm's length from other VA Board members and VA senior staff?	Yes No (If No, please provide details)
Signature of Nominee	

\*Note: If the Nominee is a representative of an organization holding membership in Volunteer Alberta, a letter is required from that organization authorizing the Nominee to stand for election to Volunteer Alberta's Board of Directors. The letter must be signed by an authorized officer and by the representative standing for nomination.

**NOMINATOR:** (Member in good standing with Volunteer Alberta)

Name	
Name of Organization	
Date	
Signature of Nominator	

Please [submit the following](#) to Volunteer Alberta prior to **May 5, 2017**:

- completed Nomination Form,
  - resume, and
  - short biography.
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