

Job Description: Director, 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. Approx. two hours of reading prior to Board meetings. Retiring and slated Board members are welcome at the Annual General Meeting (May/June). New Board Orientation is held in June/July.