



Big Brothers Big Sisters of Canada
Les Grands Frères Grandes Sœurs du Canada

Job Description – Board Member

Responsible To: Board Chair

Function

All Board Members are responsible for determining policies and procedures and for monitoring organizational performance to achieve the mission of the agency.

Primary Responsibilities

- assume a leadership role as required (such as chair of committee)
- establish policies that guide the organization in achieving its mandate
- contribute to the process of establishing strategic direction for the agency
- employ the Executive Director and approve her/his employment contract
- support and participate in evaluating the Executive Director annually
- ensure fiscal stability and financial accountability
- attend and be prepared for Board and other meetings as required
- actively contribute to the functioning of the Board and its sub-committees
- be informed about agency programs and policies
- participate in the evaluation process established by the Board
- ensure that the agency adheres to the National Standards as set out by Big Brothers Big Sisters of Canada
- review the Board's structure, approve changes and prepare necessary bylaw amendments
- approve agency budget
- assist in developing and maintaining positive relations among the Board, committees, staff and community to enhance the agency mission
- assist in the recruitment of new Board members
- ensure that the agency adheres to all federal and provincial privacy legislation

Appointment: 2 Years

Term Expiry: A maximum of three consecutive terms