

## **Society of Saint Vincent de Paul Greater Toronto Central Council Board Director - Role Description**

Position Title: Board Director

Length of Term: All Board of Director positions are non-paid and have a term of 3 years in length. No more than two terms may be served consecutively.

Board Responsibilities: The Board of Directors is legally and ethically responsible for all activities of the Society of Saint Vincent de Paul Greater Toronto Central Council. To that end it:

1. Determines how the organization will carry out its mission through long and short-range planning.
2. Adopts an annual budget and provides fiscal oversight.
3. Recruits, orients, and develops board members.
4. Hires and evaluates the performance of the executive director.
5. Evaluates the Board's performance and the overall performance of the organization in achieving the mission.
6. Establishes and updates policies for the effective management of the organization.
7. Ensures the protection of the organization through compliance with all applicable laws.

As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

### Director's Responsibilities:

- Understand and promote the organization's mission.
- Be informed and participate in the Board's deliberations and decisions on organizational matters of policy, finance, programs, asset management, personnel, advocacy and operations.
- Prepare for and attend Board meetings and appropriate committee meetings.
- Actively serve on at least one committee and offer to take on special assignments.
- Participate in the Society's activities and special events.
- Promote positive relations and communication among the Board, committees, staff members and the community to enhance the Society's mission.
- Keep current on issues affecting neighbours in need, including poverty reduction strategies.
- Strictly adhere to conflict of interest and confidentiality policies.

### Assets, Skills and Experience:

- A sense of the wider community, committed and passionate about the work of the Society.
- Commitment to collaborative decision making.
- Experience in the private sector or the not-for-profit sectors.
- Knowledge in one or more area of Board governance: policy, finance, programs, asset management, personnel, and advocacy an asset, but not required.
- Previous Board experience an asset, but not required.

### Time Demands:

Attend and actively participate in monthly Board meetings and two additional extraordinary meetings per year, participate in at least one Board committee and other activities as they arise; time commitment is approximately 8 – 19 hours per month.