Position Title: Member of the Board of Directors

Length of Term: # years (# term limit)

Reports To: The Board of Directors. The Board of Directors is collectively accountable to residents and their families, the community, funders, members, and other stakeholders.

The mission of ORGANIZATION is [mission statement]. Add a brief description of the organization.

The board of directors as a whole is legally and ethically responsible for all activities of the organization. It is responsible to:

1. Establish the organization’s mission, vision, direction, and purpose, and develop policies and actions to ensure they are attained
2. Select, support, guide, and evaluate the Executive Director executive director/CEO/manager/management company
3. Ensure the financial health of the organization by monitoring the budget and expenditures, and manage risk by ensuring there are adequate resources to carry out its work
4. Oversee the Board’s Operations, including recruit, orient, and develop board member, evaluate its own performance, and stablish policies for the effective governance and management of the organization

Responsibilities of Individual Board Members:

* Attend and participate in board meetings and the AGM.
* Be informed about mission, vision, purposes, policies, and structure and operations
* Keep up to date on developments in the non-profit housing sector
* Prepare for and participate in Board discussions
* Serve on committees or task forces as requested
* Represent the actions of the Board faithfully and positively to the members and the community
* Honour the principle of the Board; speaking with one voice
* Understand and scrutinize all financial matters
* Keep Board discussions confidential
* Be aware of an abstain from conflict of interest
* Participate in establishment of policy
* Refrain from making requests of management unless authorized by the Board
* Participate in monitoring/evaluating management
* Understand roles and responsibilities and portray appropriately with members, stakeholders, and the public

Time Demands (approximate):

* Attend and actively participate in at least X% of board meetings (# monthly board meetings, approximately # hours in length, on [add time of meetings if set])
* Attend and actively participate in committee meetings and related work (1-3 hours per month as determined by the committee)
* Attend and actively participate in the annual planning retreat (add approximate time)
* Attend and actively participate in the annual meeting (approx. 3-4 hours)
* Attend special events such as fundraisers and ground breaking ceremonies (# fundraisers per year recommended)
* Attend new board member orientation (approx. 3-4 hours)
* Meet with potential donors/funders to make a case for funding the organization, answer questions, etc. (approx. # hours annually)