

# Elizabeth Fry Society of Saskatchewan

## Board Member's Job Description

### Governance

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Position:	<u>Board Member/Director</u> (Volunteer)
Time commitment:	Five - ten hours per month (meetings, preparation, consultation) Monthly meetings except in July and August Leadership opportunities available
Term:	Two years, appointed or elected annually at the Annual General Meeting (Term may be renewed twice for a total of six years)

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### Accountability

The Board of Directors is collectively accountable to the members of the Elizabeth Fry Society of Saskatchewan (the "Society"). They are accountable for the Society's performance in relation to its mission and strategic objectives, and for the effective stewardship of financial and human resources.

### Authority

Individual board members have no authority to approve actions by the Society, to direct staff, or to speak on behalf for the Society unless given such authority by the board.

### Responsibility

Board members are responsible for controlling the business and affairs of the Society, acting in the best long term interests of the Society while fulfilling their fiduciary responsibilities.

### Principal Duties

Every member of the Board of Directors is expected to do the following:

- Be a member of the Society
- Fulfill fiduciary responsibilities of *The Non-Profit Corporations Act*
- Prepare for and participate in board meetings
- Listen to others' views, advocate their own, identify common interests and alternatives, and be open to compromise
- Abide by the bylaws, code of conduct and other policies that apply to the board
- Participate in training opportunities that may be made available from time to time
- Help establish, review and monitor operational policies
- Monitor the financial performance and risks of the society in relation to the annual budget
- Participate in the review and approval the annual budget

- Support governance decisions once made
- Help the board to monitor the performance of the Society in relation to its mission, objectives, and strategic plan
- Participate in the review of the Society’s mission and objectives and in the development of a strategic plan
- Participate in the hiring of, and if required, the releasing of, the Executive Director
- Participate in the evaluation of the Executive Director
- Identify prospective board members and possibly help recruit them
- Participate in the evaluation of the board itself (annual board self-evaluation)
- Contribute to the work of board as a member of a board committee
- Attend and participate in the Annual General Meeting
- Maintain confidentiality of board and Society decisions
- Be an ambassador for the Society
- Keep informed about community issues relevant to the mission and objectives of the Society

### **Qualifications**

The following are considered key job qualifications:

- Knowledge of the community
- Commitment to Society’s mission and strategic directions
- A commitment of time, including committee work
- Openness to learning

### **Evaluation**

The performance of individual directors is evaluated annually in the context of the evaluation of the whole board and is based on the carrying out of duties and responsibilities as outlined above.

### **Removal of a Board Member**

A director may be removed from the board, by majority vote, if the director does not attend three-quarters (3/4) of the regular meetings each year and misses more than two consecutive Board meetings, except in the case of special circumstances that are acknowledged by the Board in writing.

### **Application**

- Two to three page resume detailing your experience and academic background and current employment, if any.
- Details of your interest regarding EFS SK.
- Details of past involvement with EFS SK, if any.
- Outline of the specific skills you would bring to the EFS SK Board.