



Position Description: Board Director

Accountability:

The Board of Directors is the legal authority for Saint Luke's Place. 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.

Responsibilities:

1. Be an active and committed participant in the affairs of the organization.
2. Be involved at Board meetings, ask questions, discuss, participate in decision-making, react to ideas, and exercise initiative.
3. Participate on one or more Board Committees.
4. Maintain lines of communication between the Board and staff.
5. Know and understand the roles and responsibilities of the Board and staff.
6. Participate energetically in recruiting new Board members.
7. Support and participate in fund-raising.
8. Be responsible for continuing self education and growth; know the community; be familiar with community resources; be aware of the changing community trends and clientele needs; attend related community functions; keep informed of the organization's services.
9. Be informed about the background issues in order to discuss them responsibly.
10. Be regular and punctual at meetings – if unable to attend, give early notice to Board Chair or designate.
11. Do your homework – know your manual and read the relevant minutes before the meeting.
12. Notify Chair or designate in advance if reporting at the next Board meeting to ensure proper item is placed on agenda.
13. Maintain Board business in confidentiality; discuss any problems with the Chair.

Qualifications:

Knowledge and skills in one or more areas of Board governance: policy, finance, programs, and/or personnel.

Requirements:

Commitment to the work of Saint Luke's Place.

Willingness to serve on one or more Board Committees.

Attendance at monthly Board meetings and Committee meetings as required.

Attendance at the Annual General Meeting.

Be informed about the services/programs offered at Saint Luke's Place.

Be aware of and abstain from any conflict of interest.

Serve in a voluntary capacity, without remuneration or profit.