



JOB DESCRIPTION POSITION: BOARD MEMBER

AUTHORITY AND RESPONSIBILITY

The Board of Directors is the legal authority of READ Surrey / White Rock Society. As a member of the Board, a Board member acts in a position of trust for the community, and is responsible for the effective governance of the organization.

REQUIREMENTS

Requirements of Board membership include:

1. Commitment to the work of the organization.
2. Knowledge and skills in one or more of Board governance: policy, finance, programs, personnel, advocacy, marketing/ promotion, communications and membership.
3. Willingness to serve on committees.
4. Attendance at monthly Board meetings.
5. Attendance at meetings of assigned committees.
6. Attendance at Annual General Meetings.
7. Attendance at membership meetings.
8. Support of special events.
9. Support of, and participation in, fund-raising events and grant applications.
10. Financial support of READ Surrey / White Rock Society.

Term

Board Members are elected by the membership at the Annual General Meeting. Board Members serve for a one, two or three-year term. Board Members may be released at the end of the elected term, by resigning, or according to READ Surrey / White Rock Society's bylaws.

General Duties

A Board Member is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.

The Board Member will:

1. Approve, where appropriate, policy; and other recommendations received from the Board, its standing committees and senior staff.
2. Monitor all Board policies.
3. Review the bylaws and policy manual, and recommend bylaw changes to the membership.
4. Review the Board's structure, approve changes, and prepare necessary bylaw amendments.
5. Participate in the development of READ Surrey / White Rock Society's organizational plan and annual review.
6. Approve READ Surrey / White Rock Society's budget.
7. Approve the hiring and release of the Literacy Outreach Coordinator, including the Literacy Outreach Coordinator's employment contract, based on the recommendation of the Personnel Committee.
8. Support and participate in evaluating the Literacy Outreach Coordinator.
9. Support and participate in fund-raising activities and grant applications.
10. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance READ Surrey / White Rock Society's mission.

Specific Duties of Officers

Chair

- Executive officer of Society
- Presides over all meetings
- Supervises other officers

Time required is about 3 hours/month

Vice-Chair

- Carries out Chair duties in absence of Chair

Time required is about 2 hours/month

Secretary

- Conducts and keeps all correspondence, records and documents
- Takes and keeps minutes of all meetings
- Maintains the membership register

Time required is about 3 hours/month

Treasurer

- Manage all finances and keep all financial records
- Produce financial statements

Time required is about 5 hours/month

Evaluation

A Board Member's performance is evaluated annually based on the performance of assigned Board requirements and duties.