

Interim Place

Board Job Description

Responsibilities of Board Members

- Ensure the organization fulfills its vision, mission and mandate
- Development of the Strategic Plan
- Ensure that all financial and legal obligations of not for profit are met
- Support and participate in the activities of the organization including fundraising, community education and social justice;
- Attend monthly Board Meetings and the Annual General Meeting;
- Participate on one of the Board Committees;

Committees of the Board

Committee's meet on a set schedule and each committee has a terms of reference. The standing committees of the Board are as follows;

- **Finance**
- **Development**
- **Human Resources**
- **By-Law, & Membership**
- **Nominating**
- **Strategic Planning**

In addition, from time to time, the Board may strike adhoc (temporary) committees that deal with specific projects or issues.

Term of Office

The term of office is two years, with the possibility of three consecutive terms.

Board Meetings

The Board meetings are on last Tuesday of each month from 6-8:30pm September through to June.

Annual General Meetings

The annual general meeting is held in June. The business of meeting includes electing new board members and board officers appointing the auditors and approve audited financial statements.

Please note that reasonable volunteer expenses are reimbursed and that food is provided for Board & Board Committee meetings.