

UNITED WAY FOR THE CITY OF KAWARTHA LAKES

Job Description

Position:	Board Member
Reports to:	Board President
Term:	Three (3) Years

General Description

Collectively, members of the Board are legally and morally responsible for all activities of the United Way for the city of Kawartha Lakes. The Board is solely responsible for determining agency policy, approving the annual budget and determining the goals of the organization.

Key Responsibilities**Policy Administration**

- Establishes and/or continues the legal or corporate existence of the organization.
- Ensures that the organization meets legal requirements for the conduct of the organization's business and affairs.
- Responsible for adopting by-laws and ensuring that the organization operates within them.
- Acts on proposed revisions to the by-laws.
- Adopts policies which determine the purposes, governing principles, functions and activities, and courses of action for the organization.
- Assumes ultimate responsibility for internal policies which govern the organization.

Planning and Evaluation

- Regularly evaluates and reviews the organization's operations and maintains standards of performance.
- Monitors the activities of the organization, including: reviewing reports of appropriate committees; confirming, modifying, or rejecting proposals; counseling and providing good judgment on plans of committee or the Executive; and considering, debating and deciding issues.
- Establishes Strategic directions, goals and objectives for the organization.

Public and Community Relations

- Gives sponsorship and prestige to the organization and inspires confidence in its services.
- Understands and interprets the work of the organization to the community.
- Relates the services of the organization to the work of other agencies and focuses on the needs of the community as a whole.

Personnel

- Selects, employs, and evaluates the Executive Director.
- Approves policies which govern the administration of personnel.
- Participates in recruitment, selection and development of Board members, where primary responsibility for this activity is assigned to a nominating committee.

Finance

- Approves and monitors the corporate finances of the organization.
- Creates a financial climate for fulfilling the organization's purpose.
- Sees that sufficient funds are available for the organization to meet its objectives.
- Authorizes and approves the annual audit.
- Responsible for all expenditures dealing with the facility, its improvements or purchase of additional land or buildings (unless a special committee has been designated for this purpose).

Specific Responsibilities

- Attendance at Board meetings – approximately 10-12 per year, but must attend minimum of 7. (A Director who misses 3 consecutive Board meetings may be asked to reconsider their involvement with the organization.) Conference calls can assist with Board attendance.
- Participates in the organization's strategic planning process.
- Attendance at special events, ex. Campaign, annual meeting.
- Participate on Board Committees and/or Task Force where appropriate.
- Assists when possible with donor recruitment and recognition.

Minimum Requirements

- A demonstrated interest in the organization's goals and objectives.
- A representative of some aspect or segment of the population in the community.
- Available time.