

# Nelson CARES Society Board Member Job Description

## Authority and Responsibility

The Board of Directors is the legal authority for Nelson CARES Society.

The Board has responsibility in four key areas:

1. Establish Nelson CARES Society's mission, vision and direction, including strategic planning and monitoring.
2. Ensure the financial health of Nelson CARES Society and compliance with legal requirements.
3. Ensure Nelson CARES Society has sufficient and appropriate human resources, specifically through appointment and supervision of an executive director and through development of a competent board.
4. Ensure effective community relations and responsiveness.

As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective, prudent and ethical governance of the organization.

## Qualifications and Skills

Committed to supporting the most vulnerable in our community.

Knowledge and skills in one or more areas of Board governance (policy, finance, personnel, and/or Nelson CARES Society programs) is preferred.

Community knowledge is also an asset.

## Requirements

- Be informed of the services provided by Nelson CARES Society and be committed to the work of the organization.
- Willingness to prepare for all meetings and actively participate in discussions and deliberations of the Board, and to actively serve on at least one committee.
- Attendance at monthly Board meetings and the Annual General Meeting.
- A time commitment of six to ten hours per month (including preparation time for meetings).

## Major duties

- Govern Nelson CARES Society by the broad policies developed by the Board, and create additional governing policies as needed.
- Establish overall long and short-term goals, objectives and priorities for Nelson CARES Society.
- Demonstrate accountability to funders for the services provided and funds expended, and ensure overall prudent financial management through approval and monitoring of the annual budget.

- Monitor and evaluate the effectiveness of Nelson CARES Society through a regular review of programs and services.
- Prepare for and participate in the discussions and the deliberations of the Board.
- Foster a positive working relationship with other Board members, and Nelson CARES Society staff.
- Ensure an annual evaluation of the Executive Director is conducted, based on performance goals and measures.
- Be aware of and abstain from any conflict of interest.

Board members are elected by the membership at the Annual General Meeting. Directors serve for a two-year term.