

BOARD MEMBER DUTIES AND RESPONSIBILITIES

MAJOR RESPONSIBILITIES

- Attend monthly meetings.
- Be a working member of the Board of Directors, as well as a member of a sub-committee and/or chair of a sub-committee as the need arises.
- Recruit additional volunteers if needed.
- Represent the Seniors Resource Centre at special events as requested by the Board of Directors.
- Participate in identifying resources as needed.
- Be informed of the services/programs/initiatives provided by the Seniors Resource Centre and publicly support them.
- Prepare for and participate in the discussions and the deliberations of the Board of Directors.
- Be aware of and abstain from any conflict of interest.
- Promote the Seniors Resource Centre through community networking, etc.
- Be accountable through the Board of Directors to the sponsors for the services provided and funds expended.
- Monitor and evaluate the effectiveness of the Seniors Resource Centre through a regular review of programs and services.
- Seek nominations for election to the Board of Directors when appropriate.
- Foster a positive working relationship with other Board members, the Seniors Resource Centre staff and all sponsors.

QUALIFICATIONS

- Genuine interest in and enthusiasm for the issues.
- Desire to make a difference.
- Time to devote to the organization. [e.g. attend Board/Committee meetings]

TRAINING & PREPARATION

Attend initial orientation with Executive Director to familiarize oneself with the history of the organization and its current focus.

Attend needed training sessions as required to ensure up-to-date knowledge of current trends and issues.

TIME AND PLACE

Board of Directors meetings are held bi-monthly, usually the third Tuesday. There are no meetings, however, in July and August and there are two meetings in October; one regular Board meeting (AGM) and a Planning Session(½ day, usually a Saturday)

The Executive Director will give advance notice usually 3 weeks prior to the meeting date.

Emergency meetings may be called in accordance with the Seniors Resource Centre By-law.

LENGTH OF COMMITMENT

3 Year Term, as outlined in the Seniors Resource Centre By-law

At any time a Board Member can tender his/her resignation before their term is completed.