



Governance Policies and Procedures
Position Descriptions – Board Member/Director (volunteer)

Position:	Board Member/Director
Time commitment:	Three – seven hours month (meetings, preparation, consultation)
Term:	<ul style="list-style-type: none"> ➤ An inaugural year which provides both the new Board Member/Director and the board of directors the opportunity to assess membership. ➤ Inaugural year followed by a three year term, appointed or elected annually at the Annual Meeting. ➤ Initial three year term may be followed by a second three year term. ➤ In total, seven years may be served on the board. ➤ In exceptional circumstances, the board may request that a director serve up to two additional years, beyond the initial seven years

Accountability

The Board of Directors is collectively accountable to the members, community, funders and other stakeholders. They are accountable for the Cancer Assistance Program’s (CAP’s) performance in relation to its mission and strategic objectives and for the effective stewardship of financial and human resources.

Authority

Individual board members have no authority to approve actions by the organization, to direct staff or to speak on behalf of CAP unless given such authority by the board.

Responsibility

Board members are responsible for acting in the best long term interests of the organization and the community served by CAP and will bring to the task of informed decision-making a broad knowledge and an inclusive perspective. Board members are also responsible for effectively representing and speaking to specific needs and opportunities within the community they reside and represent on the board.

Principle Duties

Every member of the Board of Directors, including the Board’s officers, is expected to do the following:

- Prepare for and participate in board meetings
- Listen to others’ views, advocate their own, identify common interests and alternatives and be open to compromise
- Support governance decisions once made

- Participate in the review of CAP's mission and objectives and in the development of a strategic plan (which dictates the board's annual plan)
- Help the board to monitor the performance of the organization in relation to its mission, objectives, core values and reputation
- Abide by the by-laws, code of conduct and other policies that apply to the board
- Participate in the approval the annual budget and monitor the financial performance of the organization in relation to the approved budget
- Help establish, review and monitor operational policies
- Participate in the hiring of and, if required, the releasing of the Executive Director
- Participate in the annual evaluation of the Executive Director
- Identify prospective board members and assist in their recruitment where appropriate
- Participate in the annual self-evaluation of the board
- Contribute to the work of board as a member of a board governance committee – board members are required to participate in any one of the following committees:
 - Finance and Investments (meets at least quarterly)
 - Marketing and Communications (meets at least quarterly)
 - Fund Development (meets at least quarterly)
 - Human Resources & Policy Development (meets quarterly)
 - Nomination Committee (meets as required during the first four months of the calendar year)
- Attend and participate in the Annual Meeting
- Attend at least one CAP sponsored fundraising event per year, representing the board at that event
- Be an ambassador for the organization – ensure ones involvement is known within their own network of friends and contacts.
- Keep informed about community issues relevant to CAP's mission and objectives

Qualifications

The following are considered key position qualifications:

- Eighteen years of age or older
- No previous history of bankruptcy
- A person who has not been found incapable of managing property under the *Substitute Decisions Act, 1992* or the *Mental Health Act*
- A person who has not been found incapable by any court in Canada or elsewhere
- A resident of a community served by CAP
- An acceptable Vulnerable Sector Check (Police Clearance)
- Knowledge of the community
- A commitment to CAP's mission and strategic directions
- A commitment of time
- An openness to learning
- A willingness to make CAP your charity of choice/one of your charities of choice for financial contributions during your term

Remuneration

Acting as a board member is voluntary. There is no remuneration for performing in this position.

Evaluation

The performance of individual directors is evaluated annually in the context of the evaluation of the whole board and is based on the carrying out of duties and responsibilities as outlined above.

Removal of a Board Member

A director may be removed from the board, by majority vote of the membership, for not performing his/her duties. Being absent from three consecutive board meetings without reasonable cause will result in the automatic removal from the board unless otherwise determined by a decision of the board.