



Policy Type: **Governance Process**

Policy Name: **Board Member's Job Description (Volunteer)**

Date Approved: **May 28<sup>th</sup> 2015**

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**Term:** Three years from the date of the annual general meeting at which they are appointed.  
Directors shall be limited to two terms.

#### **Accountability**

The Board of Directors is collectively accountable to donors, sponsors, key stakeholders and the community. They are accountable for the Foundation's performance in relation to its mission, strategic objectives and stewardship of financial resources.

#### **Responsibility**

Board members are responsible for working collaboratively and acting in the best long term interests of the Foundation adhering to the Foundation's Code of Conduct.

#### **Principle Duties**

Every board member is expected to:

- Embrace the vision, mission, values & strategic direction of the Foundation
- Respect and abide by decisions of the Board
- Participate in and support Foundation initiatives. Dedication of necessary time commitment and expertise are both essential and highly valued
- Participate in the review of the Foundation's mission and objectives and in the development of a strategic plan
- Be an ambassador for George Jeffrey Children's Foundation

#### **Skills/Attitudes**

- Be known for their honesty and integrity
- Knowledge of the community
- A passion to work to assist children to reach their greatest potential
- Be a team player; can follow as well as lead in efforts to influence the direction of the organization

#### **Benefits/Opportunities**

- Satisfaction of assisting and building awareness of the needs of children with special needs
- Positively influencing the direction of the Foundation

#### **Time commitment:**

Board Meetings: Minimum 14 hours per year, usually an 1 ½ hrs in length for 9 meetings

Committee Work: will vary depending on committee involvement