

BOARD MEMBER – Job Description



Profile of a Director

The generic qualities/personal attributes expected of all Directors include:

- Commitment to S.H.I.F.T.'s mission, vision, and values.
- Experience in and understanding of governance including the roles and responsibilities of the Board and individual directors and the difference between governance and management.
- Enthusiasm for the role and its demands.
- Personal and professional integrity, wisdom, and judgment.
- Ability to work and communicate effectively as a member of the team with other members of the Board and senior management.
- Strategic thinking.
- Ability to participate actively in deliberation and group processes.
- Capacity and willingness to commit the necessary time to participate in Board meetings, committee meetings, meeting preparation, Board orientation and continuing education, retreats, and S.H.I.F.T. events.
- Commitment to comply with S.H.I.F.T.'s conflict of interest policies, and code of conduct, an ability to work positively, cooperatively, and respectfully with others.
- Dedication to ethical standards and behaviours.
- Demonstrated community leadership potential.

Sought-After Competencies and Characteristics

- Social Service System Knowledge and a Passion for S.H.I.F.T.'s Mission
- Financial Management, Accounting and Fundraising
- Governance, Compliance, and Risk Management
- Legal Expertise and Ethical Understanding
- Human Resources, Conflict Resolution and Relational Aptitude
- Cultural Intelligence and Members of Diverse Communities or Groups
- Activism, Government Relations, and Strategic Intellect
- Marketing and Communications

As a member of the Board, and in contributing to the collective fulfilment of the Board's duties, the individual Director is responsible for the following:

Fiduciary Duties

Each Director is responsible for acting honestly, in good faith and in the best interests of S.H.I.F.T. and in so doing, to support the agency in fulfilling its mission and discharging its accountability.

A Director shall apply the level of skill and judgment that may reasonably be expected of a person with his or her knowledge and experience. Directors with special skills and knowledge are expected to apply that skill and knowledge to matters that come before the Board.

BOARD MEMBER – Job Description



Primary 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 all Board and governance decisions made by the Board regardless of their position on a given vote. (The Board Chair is the spokesperson.)
- Be an ambassador for the S.H.I.F.T. and ensure one's involvement if know within their own network of friends and contacts.
- Keep informed about community issues relevant to the mission and objectives of S.H.I.F.T.
- Act in the best long-term interests of S.H.I.F.T. and the community and will bring to the task of informed decision making a broad knowledge and an inclusive perspective.
- Participate in the review of S.H.I.F.T.'s mission and objectives and in the development of a strategic plan.
- Help the board to monitor the performance of S.H.I.F.T. in relation to its mission, objectives, core values and reputation.
- Abide by the by laws, code of conduct, conflict of interest and other policies that apply to the board.
- Function in an ethical manner, contribute to the work of the Board, support the decisions of the Board, and respect the confidentiality of privileged information.
- Help establish, review, and monitor operation policies.
- Participate in the hiring, evaluation and, if required, the releasing of the Executive Director
- Participate in the approval of the annual budget and monitor the financial performance of S.H.I.F.T. in relation to it.
- Participate as able in the S.H.I.F.T. fundraising events throughout the year.
- Attend and participate in the Annual General Meeting.
- Identify prospective board members and possibly help recruit them.
- Participate in the evaluation of the board itself (annual board self-evaluation)
- Contribute to the work of the board as a member of a standing board committee (i.e., fundraising, volunteer recruitment, etc.).

Board Accountability

The Board of Directors is collectively accountable to the members, community, funders, and other stakeholders. They are accountable for S.H.I.F.T.'s performance in relation to its mission, strategic objectives and for the effective stewardship of financial and human resources.

A Director's fiduciary duties are owed to the corporation. The Director is not solely accountable to any special group or interest and shall act and make decisions that are in the best interest of S.H.I.F.T.

BOARD MEMBER – Job Description



A Director shall be knowledgeable of the stakeholders to whom S.H.I.F.T. is accountable and shall appropriately consider the interests of such stakeholders when making decisions as a Director, but shall not prefer the interests of any one group if to do so would not be in the best interests of S.H.I.F.T.

Authority of the Board

Board members may not exercise individual authority over the organization, management, staff, or participants except as explicitly directed by the board through a duly passed motion. Board members shall not judge the performance of personnel outside of the official Board process.

Community Representation and Support

A Director shall represent the Board and S.H.I.F.T. in the community when asked to do so by the Board Chair. They shall be proactively up to date on the core messaging of the organization and be prepared to answer questions from the public at a high-level, and direct more in-depth questions to the Board Chair or S.H.I.F.T. Executive Director.

Time and Commitment

A Director will participate in Board and committee orientation sessions, Board retreats and Board education sessions. A Director should attend additional appropriate educational conferences in accordance with Board approved policies. A Director is expected to commit the time required to perform Board and committee duties. It is expected that a director will devote a minimum of 7 hours per month.

The Board meets approximately TEN times a year and Directors are expected to adhere to the Board's attendance policy.

A Director is expected to serve on at least one standing committee. Committees generally meet monthly.

Term of Office

One year. Directors may serve for a maximum of ten (10) years.

Qualifications

A Director shall be knowledgeable about:

- The operations of S.H.I.F.T.
- The mental health, health, social and developmental services sectors generally, particularly the care needs of the population S.H.I.F.T. serves.
- The duties and expectations of a Director and the Board's governance role.
- The Board's governance structure and processes.
- Board-adopted governance policies and S.H.I.F.T.'s policies applicable to Board members.

BOARD MEMBER – Job Description



A director shall:

- Be personally aligned with S.H.I.F.T.'s mission and values.
- Uphold ethical integrity.
- Be able to see the “big picture” and focus on the longer-term implications of decisions.
- Understand how to govern and appreciate the distinction between governance, policy, and management responsibilities.
- Be able to work in a team by developing and maintaining sound relations and working co-operatively and respectfully with the Board Chair, members of the Board, and Executive Director.
- Be confident and able to contribute.
- Have formal or informal leadership and management experience.
- Embrace change, growth, and personal learning.
- Be emotionally intelligent and able to develop relationships.
- Be comfortable with approaching others for assistance in fundraising efforts.
- Be knowledgeable of and comply with the Board and S.H.I.F.T. policies that are applicable to the Board including:
 - Code of Conduct
 - Conflict of Interest
 - Confidentiality

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, for trying to exercise authority where they have none or for not following the code of conduct or other policies that apply to the board. Being absent from three consecutive board meetings without notice and reasonable cause may result in the removal from the board unless otherwise determined by a decision of the board.

Expression of Interest and Board Recruitment

Interested persons may connect with the Board Nominations Committee, who will recommend a slate of nominees for election to the Board at the Annual Meeting and to fill any vacancies of the Board.

Please send your expression of interest, along with a resume and any relevant additional materials to info@shiftforgood.ca.