

## Serving on the Board of Directors

### Frequently asked questions

#### What type of work does the board do?

The Board of Directors is the legal authority of the Society and is responsible for the effective governance of JPCFRS

The Board:

- ◆ develops and implements short and long term strategic plans focused on actualizing the vision of JPCFRS
- ◆ develops and implements governance policies
- ◆ connects with the community through advocacy and promotion of quality child and family programs and services
- ◆ hires and supervises one employee - the Executive Director

#### What skills can I bring to the board of directors?

The Board of Directors is made up of persons accessing our services as well as community members with an interest in the working towards the vision of the Society.

Some skills that are helpful in supporting the Societies vision are:

- ◆ Knowledge of the community we serve
- ◆ Strategic Planning
- ◆ Fundraising
- ◆ Financial/Accounting experience
- ◆ Human Resource
- ◆ Marketing/Public Relations
- ◆ Government Relations
- ◆ Non-Profit Board experience

#### What positions make up the Board of Directors?

Here is brief overview of positions and responsibilities of the Board. Positions are held for a 2 year term with options to extend the term. Most new Board members begin as Directors at Large and move into executive positions after 1 year of service.

##### Chairperson

- ◆ Provides leadership to the Board of Directors
- ◆ Ensures that the Societies by-laws, vision, mission and beliefs are adhered to
- ◆ Prepares meeting agendas and chairs meetings
- ◆ Provide support and advice to Executive Director
- ◆ Acts as a signing officer for cheques and other documents
- ◆ Orientates the new chairperson

##### Vice Chairperson

- ◆ Acts in the absence of the Chairperson
- ◆ Acts as a Chairperson of standing committees
- ◆ Prepares to serve a future term as chairperson
- ◆ Orientates the new vice-chairperson

##### Secretary

- ◆ Takes the minutes at the board meetings
- ◆ Keeps records of board member meeting attendance
- ◆ Ensures quorum at meetings

##### Treasurer

- ◆ Supports financial affairs of the Society in with consultation with the Executive Director and Bookkeeper
- ◆ Plans and presents the Society's program budgets in conjunction with the Executive Director
- ◆ Reviews and presents the Society's statements of revenue and expenses
- ◆ Acts as a signing officer for cheques and other documents

### **Director at large**

- ◆ Participates in regular and special meetings of the Board
- ◆ Is available to organize and/or be involved in special projects/functions

### **What is the time commitment?**

The Board meets 6 times per year in the evening. Meetings are generally 2 hours in length.

Members can expect an additional 6 to 10 hours of time contribution towards board work per year.

### **What is the application process?**

Yearly, usually in the spring, the Board of Directors evaluates the current skill set of the Board and the need for new members and then recruits and accepts new applications.

Applications are reviewed by the Board of Directors. The new slate of Directors is nominated and voted on by general membership each year at the Annual General Meeting.

### **What is the training/orientation process?**

New members are supplied with the Societies By-laws, a Board Manual and access to online board training.

New members are connected to a senior Board member to provide mentorship and ongoing support.

### **Any other questions?**

You can connect with Adine Shuchuk, Executive Director, who is happy to answer any questions.

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