



BOARD MEMBER JOB DESCRIPTION

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Position

Board Member

Authority and Responsibility

The Board of Directors has the legal authority and ultimate responsibility for the long term success of Green Venture. As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance and leadership of the organization. Board members have a moral, legal and financial responsibility to all our stakeholders to direct and protect the interests of the organization.

Term

Directors serve for a two year term. There is no limit to the number of consecutive terms that a Director can serve, but renewal is not automatic. Directors are elected biennially by confidential ballots cast by the full board. Directors may be released at the end of the elected term, by resigning, or according to Green Venture's bylaws.

Duties

A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.

Establish the organization's mission, vision, and direction

- Vision and values
- Mission and philosophy
- Strategic planning
- Programs and services
- Evaluation

Ensure the financial health of the organization

- Responsible for ensuring there are adequate financial resources for the work of the organization

Ensure the organization has sufficient & appropriate human resources

- Responsible for the working conditions in the organization
- Responsible for hiring, giving direction to and evaluating the Executive Director
- Responsible for ensuring the capability, suitability and vitality
- Responsible for ensuring the existence of a various committees
- Serve as a Court of Appeal

Direct organizational operations

- Responsible for ensuring that the organization and its directors are in compliance with its legal requirements
- Responsible for ensuring that the board works effectively
- Assess Its Own Performance
- Oversees organizational structure and agency administration

Ensure effective community relations

- Respond to changing needs/pressures in the community
- Find new ways to meet needs
- Use marketing and public relations

Qualifications & Skills

- Green Venture's board is comprised of up to 12 individuals with a diverse set of disciplines and expertise. Community members from all cultural backgrounds and women are encouraged to apply.
- Keen interest in improving the community.
- Keen interest in the environment – no previous environment experience required.
- Ability to make the minimum time commitment as detailed below.
- Ability to contribute specific skills and attributes to the organization.
- Green Ventures' recent analysis of board skills identified the following gaps. Skills and expertise in these areas are not necessary, but are an asset:
 - Accountant
 - Financial Institution (bank, investing firm)
 - Fundraising
 - Lawyer

Benefits

Personal

- Opportunity to represent a long-standing, impactful environmental organization.
- Adds balance to your paid work and provides personal fulfilment.
- Adds to your curriculum vitae by demonstrating active involvement in the community.
- Provides a forum to learn about green, environmental, health, and sustainability issues.
- Broadens an appreciation of global and community societal issues.
- Provides an inter-disciplinary environment:
 - to learn from one another in a ``network of knowledge``
 - to assist in, and appreciate thinking outside your own ``disciplinary box``
- Opportunity to broaden yourself and your ability to relate to our community.

Community

- Opportunity to contribute to the health and welfare of the local community.
- Opportunity to offer your skills, expertise and enthusiasm to a good cause.
- Opportunity to shape the future of the environmental landscape in the Greater-Hamilton area
- Opportunity to contribute to Green Venture's strategic focus.
- Contribute to strengthening Green Venture as an organization and continue with its beneficial activities.

Time & Financial Requirements

Minimum Time Requirements

Item	Length Per (hours)	Number per Year	Total Hours per Year
Full board meetings	2.5	10	25
Committee meetings	2.5	4	10
Board and staff field trip (Annual)	7	1	7
Public events (as official GV rep)	4	2	8
Meeting preparation (document review, research, etc.)	1	10	10
		Total	60 hrs/year 5 hrs/month

Estimated annual financial costs:

- Transportation in-town to and from meetings or events. Estimated to be less than \$200 annually.

Board Recruitment Process

OVERVIEW OF BOARD RECRUITMENT PROCESS

1. Revise position description and post application.
2. Review application and revise selection matrix.
3. Invite successful candidates to initial meeting (usually over lunch or dinner) to meet with one or more Development Committee Members and the Executive Director:
 - a. Executive Director to bring police check form and procedure to initial meeting.
 - b. Candidate to bring a list of three (3) references.
4. Development Committee checks references of the candidates.
5. Successful candidates are invited to an initial board meeting to meet full board.
 - a. Candidate to bring completed Police Check to board meeting.
 - b. Police Check is reviewed by the board.
6. Board provides feedback to the Development Committee, who then recommends nomination.
7. Successful candidates are invited to the next board meeting where the Development Committee nominates them as a board member. Orientation follow-up is then completed.

Evaluation

A Director's performance is evaluated annually based on the performance of assigned Board requirements and duties.