



BOARD MEMBER POSITION DESCRIPTION

RESPONSIBILITIES:

- Familiarize oneself with the workings of the organization through its structure and by-laws by attending an orientation session.
- Participate in monthly board meetings and vote as required on tabled motions.
- Participate in special event functions as required by the organization or attend other functions as deemed necessary in your role as a Board Member of the United Way.
- To oversee the successful financial management of the organization and be legally responsible for the workings of the organization.
- To work with staff towards mutually acceptable goals.
- To actively participate in one of the committees of the Board.
- This position is for a three -year term beginning in June at the Annual General Meeting or at other times during the year when a vacancy exists

TIME COMMITMENT

- 11 Board Meetings (includes pre-meeting preparation) 3hrs each 33 hrs
- Annual General Meeting 2 hrs
- Special Events - there are about ten events each year.
Board members attend about half usually including kick-off
and touchdown - 2 hrs each 10 hrs
- Involvement on a committee - approx. 8 meetings per year at 2hrs per 16 hrs
(not all board members are always involved in committee work)