



BOARD DIRECTOR POSITION DESCRIPTION

Regular Meetings of the Board

- Attend regular meetings of the Board of Directors to be held in September, November, January, March and May.
- Meetings are held on the 4th Tuesday of the corresponding month.
- Review the Board package for regular meetings in advance of the meetings.
- Attend the Annual General Meeting in June.
- Attend additionally scheduled meetings in relation to special projects, investments and initiatives.
- Assist with fund development plans by means of preparations, promotions, execution and evaluation.
- Assist in executing the fiduciary responsibilities of the Board such as regular reviews of management reports, annual financial statements and approval of budgets.
- Contribute to the budget process for the Foundation's annual commitment to the Society.
- Contribute to the Strategic Plan updating/revising process through the Board.

Membership

- The Directors of the Foundation and Society Boards are the only "members" of the organization with voting privileges.
- Each member must become a "Friend of the Society" with a financial gift proportionate to one's financial ability.

Business

- Conduct business that is conducive to the maintenance, growth and evolution of the Foundation's activities while encouraging collaboration with community partners, government and other stakeholders.
- The Foundation does not exist without the Society and the Society does not exist without the Foundation.

Policies & Procedures

- Follow and execute all policies of The Foundation including, but not limited to finance, Board governance and by-laws.
- Review and update by-laws as required or at minimum every 2 years.
- Adhere to Foundation policies and procedures regarding, but not limited to confidentiality, non-disclosure practices and conflict of interest.

- Ensure that The Foundation adheres to provincial and federal legislative requirements as well as the standards and practices as set out by the Canada Revenue Agency, The Ethical Fundraising and Financial Accountability Code and AFP Code of Ethical Principles.

Public Relations and Communications

- Maximize and seek out opportunities to promote The Foundation in your respective personal and professional networks. Inform others about The Foundation and its work.
- Suggest possible nominees to the Board who could make significant contribution to the work of the Board and The Foundation.
- Be informed about The Foundation's mission, beliefs and culture and the work of the Society that requires our funding efforts. Be mindful of developments that might affect the Foundation and its services.
- Communicate the Foundation's work in keeping with corporate communications practices.
- Act a media spokesperson, once trained, from time to time.

Events

- Participation in the Walk for Alzheimer's as team member and part of a Board Challenge.
- Serve as an event or committee volunteer in one campaign or one event.
- Participation with applicable raffles and auctions.
- Participate in the events and activities executed by the Organization.
- Represent the Board at various events and functions within the community, when possible.

Staff Relations

- Direct all staff enquiries and issues to the Chief Executive Officer (CEO).
- Refrain from making special requests of staff. All requests must go through the CEO.