



BOARD DIRECTOR POSITION DESCRIPTION

Regular Meetings of the Board

- Attend five regular meetings of the Board of Directors to be held in September, November, January, March and May.
- Meetings are held on the 3rd Tuesday of the corresponding month.
- Review the Board package for regular meetings in advance of the meetings.
- Attend the Annual General Meeting of The Society in June.
- Attend additionally scheduled meetings in relation to special projects.
- 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 Strategic Plan updating/revising process through the Board.

Membership

- The Directors of the Society and Foundation Boards are the only “members” of the organization with voting privileges.
- Each member must become a “Friend of the Society” with a financial gift in the amount of their choosing.

Business

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

Policies & Procedures

- Follow and execute all policies of The Society including, but not limited to, human resources, finance, Board governance and by-laws.
- Review and update organizational policies and by-laws as required.
- Adhere to Society policies and procedures regarding, but not limited to confidentiality, non-disclosure practices and conflict of interest.

- Ensure that The Society adheres to provincial and federal legislative requirements as well as the standards and practices as set out in the Alzheimer Societies in Ontario Federation Agreement.

Public Relations and Communications

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

Events

- Participate on the Board Walkers team at the annual Walk for Alzheimer's 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 request of staff. All requests must go through the CEO.