



RIVER VALLEY SCHOOL
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Board of Directors Overview

Board Member Authority/Responsibility

The Board of Directors is the legal authority for the River Valley School Society. As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

Term

Directors are elected by the membership at the Annual General Meeting. Generally, Directors serve a two-year term, however, depending on the term of the position being filled, the initial term may be one or two years. Directors may be re-elected for two additional terms (maximum).

Skills

Knowledge and skills in the areas of finance, accounting, legal, fundraising, governance, strategic planning, government relations, and/or communications are required.

Requirements

- Act honestly and in good faith in the best interests of River Valley School.
- Demonstrate a commitment to the strategy of River Valley School, and its annual plan and budget development, implementation and management.
- Attend monthly Board of Directors meetings; be prepared for discussion and vote from an informed perspective.
- Demonstrate and encourage critical and generative thinking.
- Willingness to serve on a Board committee.
- A minimum time commitment of 10 – 15 hours per month, which includes Board preparation and meeting time, as well as committee meeting time. The time commitment may increase for officer or active committee positions.
- Attend the Annual General Meeting in May/June and the Special Meeting in November.
- Be informed of the programs provided by River Valley School and publicly support them.
- Be aware of and abstain from any conflict of interest.
- Respect and adhere to Board confidentiality.

Duties

- Define/demonstrate a commitment to the vision and mission of River Valley School



and seek to achieve them.

- Govern the organization through broad policies developed by the Board.
- Oversee the development and approval of long-term strategic priorities.
- Approve annual operating and capital budgets.
- Review and approve quarterly and annual financial statements.
- Seek and secure sufficient resources for the organization to finance its programs adequately.
- Promote River Valley School membership through community networks.
- Participate in fundraising events and campaigns.
- Review the organization's programs to ensure they are consistent with the mission, and effective and relevant to the community.
- Foster a positive working relationship with other Board members and River Valley School staff.
- Help identify, recruit and mentor new Board members.

Application Process

Interested candidates are encouraged to submit a cover letter and resume indicating interest in a Director role and skills/experience that can be shared with the organization. Suitable candidates will be contacted by a member of the Governance Committee to arrange a meeting.

Please make submissions to: the front desk of either campus, the Head of School or BOARD@rivervalleysschool.ca by April 21, 2017.