



BOARD MEMBER (DIRECTOR)

May 7, 2021

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.

QUALIFICATIONS/SKILLS

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

TERM

Directors are elected by the membership at the Annual General Meeting. Directors serve a two-year term.

REQUIREMENTS

- Commitment to the work of the organization;
- Knowledge and skills in the areas of finance, accounting, legal, fundraising, governance, strategic planning, government relations, and/or communications are required;
- Willingness to serve on at least one Board committee and actively participate;
- Attendance at monthly Board of Directors meetings;
- A time commitment of 6 – 10 hours per month (which includes Board preparation, meeting, as well as committee meeting time);
- Attendance at the Annual General Meeting;
- Be informed of the programs provided by River Valley School and publicly support them;
- Prepare for and participate in the discussions and the deliberations of the Board;
- Be aware of and abstain from any conflict of interest;
- Respect and adhere to Board confidentiality.

MAJOR DUTIES

- Govern River Valley School by the broad policies developed by the Board;
- Establish overall long and short-term goals, objectives and priorities for River Valley School in meeting the needs of the community;
- Recommend policy to the Board;
- Oversee the development and approval of long-term strategic priorities.
- Promote River Valley School membership through community networking, etc.;
- Be accountable to the funders for the programs provided and funds extended;
- Monitor and evaluate the effectiveness of River Valley School through a regular review of programs and services;
- Prepare for and participate in the discussions and the deliberations of the Board;
- Foster a positive working relationship with other Board members and River Valley School staff;
- Be aware of and abstain from any conflict of interest.

REVIEW/APPROVAL DATE

The Governance Committee annually reviews the Board member job description. Recommended changes are presented to the Board for approval.