



# Board Role Description

## Board Director

### **Accountability**

The Board of Directors for the Chatham-Kent Hospice Foundation (hereafter referred to as the “Foundation”) is collectively accountable to the members, community, funders and other stakeholders. They are accountable for the Foundation’s performance in relation to its mission and strategic objectives, and for the effective stewardship of financial and human resources.

### **Authority**

Individual Board Directors have no authority to approve actions by the Foundation, to direct staff, or to speak on behalf for the Foundation unless given such authority by the Board.

### **Term of Office**

Two-year term (maximum three terms), reviewed annually

### **Responsibility**

Board Directors are responsible for acting in the best long-term interests of the Foundation and the community.

### **Primary Duties**

Every Director, including the Board’s officers, is expected to do following:

- Prepare for and participate in board meetings
- Participate in and assist with Chatham-Kent Hospice Foundation events and activities including both fund-raising and friend-raising and as appropriate soliciting donations and making donor calls
- Annually contribute financially to the Foundation as they are best able to do
- Participate in the review of the Foundation’s mission and objectives and in the development of a strategic plan
- Participate and support the Board Succession Planning process
- Help the Board to monitor the performance of the Foundation in relation to its mission, objectives, core values and reputation
- Abide by the by-laws, code of conduct, conflict of interest, confidentiality and other polices that apply to the Board

*Primary Duties continued ...*



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- Participate in the approval the annual budget and monitor the financial performance of the Foundation
- Identify prospective Board Directors and assist with recruitment process as needed
- Participate in the evaluation of the Board itself (Annual Board Self-Evaluation)
- Attend and participate in the Annual General Meeting

### Qualifications

The following are considered key job qualifications:

- Satisfies the requirements of the Foundation Volunteer Screening Process
- Knowledge of the community
- Commitment to the Foundation's mission and strategic directions
- A commitment of time
- Previous board experience or a demonstrated understanding of the role of a Board in the non-profit sector
- Can contribute skills or expertise that will benefit the organization as determined by the Board (financial, accounting, fundraising, marketing, special events, project management)

### Evaluation

The performance of individual directors is evaluated annually in the context of the evaluation of the whole Board and is based on the carrying out of duties and responsibilities as outlined above.