



## BRAMPTON MEALS ON WHEELS BOARD MEMBER JOB DESCRIPTION

### **Role of a Board Member:**

Appointed by the Board of Directors, this voluntary position is responsible for governing the business conducted by Brampton Meals on Wheels (BMOW). Board members are accountable for the organization's performance in relation to its mission and strategic objectives, its effective stewardship of financial and human resources, as well as using informed decision-making to act in the best long-term interests of the organization, its clients and the community. Working in collaboration with fellow Members, all Board Members have a duty to perform their role with care, loyalty and obedience. Details of additional duties relating to this role are listed below.

**Time commitment:** 5-15 hours per quarter (for review, meetings, preparation, etc.)  
Annual minimum attendance at 2 of the quarterly board meetings

**Term:** 2 Years, appointed or elected annually (term may be renewed)

### **Specific Duties:**

- Prepare for and participate in board meetings
- Listen to other's views, advocate their own, identify common interests and alternatives and be open to compromise
- Support governance decisions once made
- Participate in the review of the BMOW's mission and objectives and in the development of a strategic plan
- Abide by the by-laws, code of conduct and other policies that apply to the board
- Participate in the approval of the annual budget and monitor the financial performance of the organization in relation to it
- Participate in the hiring of, and if required, the releasing of, the Executive Director
- Participate in the review of the Executive Director
- Identify prospective board members and possibly help recruit them
- Contribute to the work of the board as a member of a board committee
- Participate in the annual board self-evaluation
- Attend and participate in the AGM
- Be an ambassador for BMOW
- Keep informed about community issues relevant to the mission and objectives of BMOW

### **Board Member Responsibilities:**

- Must comply with all BMOW's organizational policies, procedures, and practice guidelines; including signing of BMOW's privacy and confidentiality forms, criminal background checks, declaration and other applicable forms
- Take corrective action when the welfare of the business is at harm or is not meeting optimal standards
- Complete all required training and participate in learning opportunities
- Perform duties with a high degree of professional decorum

### **Officers of the Corporation:**

Nominated by the Board of Directors, these voluntary position are responsible for additional requirements pertaining to the governance of the organization. Officer positions include President of the Board of Directors, Vice President, Treasurer and Secretary.

Particularly, Officers provide more active participation in the operations of the organization than an average Board Member. Specific responsibility for each officer are listed below.

### **Officer of the Corporation Responsibilities:**

#### **President of the Board of Directors**

Above all else, the President safeguards the organization. S/he is responsible for overseeing that all operations are conducted appropriately and that measures are in place for the maintenance and development of the organization. The President chairs all board meetings of the organization unless unavailable, at which time the Vice President or another Officer would chair the meeting. The President works closely with the Executive Director and monitors the goals, plans, and other initiatives of the organization.

#### **Vice President**

Providing support for the duties and responsibilities of the President, the Vice President ensures the optimal standards of the organization are being maintained and developed. If/when the President is unable to perform his/her duties, it is the responsibility of the Vice President to assume the role.

#### **Treasurer**

Working closely with the Executive Director, the Treasurer's primary role is to keep and maintain the financial records and books of the Corporation. S/he, along with the ED will assist the auditor in the preparation of the financial statements of the Corporation on an annual basis. The Treasure may also be required to countersign cheques.

#### **Secretary**

The Secretary will assist the Executive Director in keeping and maintaining the records and books of the Corporation; including the registry of officers and directors, the minutes of the AGM and meetings of the Board and have custody of the corporate seal. S/he may be required to certify copies of any record, registry, By-law, resolution or minute and to give any notices required for the AGM, general meetings and meetings of the Board.