

## **Board Member Job Description**

### **Authority/Responsibility**

- The Board of Directors is the legal authority for HPC. As a member of the Board, a Director acts in a position of trust for HPC's membership and is expected to contribute to the effective governance of HPC.

### **Qualifications and Skills**

- Directors must be members of HPC.
- Knowledge and skills in one or more areas of Board governance – policy, finance, programs, and/or personnel – as prioritized by the Board.

### **Term**

- Board members are recommended by the Governance and Human Resources Committee and elected by the membership at the Annual General Meeting, usually held in May or June. Terms range from one to two years. Retiring directors are eligible for re-election up to a maximum of seven consecutive years. Directors may be released at the end of their terms by resigning or in accordance with HPC's by-laws.

### **Requirements**

- Commitment to the work of HPC;
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs, and/or personnel - as prioritized by the Board;
- Willingness to serve as a member or resource to at least one committee;
- Attendance at all Board meetings;
- A time commitment averaging two hours per month (includes Board meeting preparation, meeting and committee meeting time);
- Attendance at the Annual General Meeting and other events planned by HPC;
- Be informed of the services provided by HPC and publicly support them;
- Prepare for and participate in the discussions and the deliberations of the Board; and
- Be aware and abstain from any conflict of interest.

### **Major Duties**

- Govern HPC by the broad policies developed by the Board.
- Establish overall long and short term goals, objectives and priorities for HPC in meeting the needs of the community
- Recommend policy to the Board
- Promote HPC membership through community networking, etc.
- Monitor and evaluate the effectiveness of HPC 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 HPC staff
- Be aware of and abstain from any conflict of interest

### **Review/Approval Date**

- The Governance and Human Resources Committee annually reviews the Board member job description and brings recommended changes to the Board for approval.

## **Additional Responsibilities of Officers**

### **President**

- Chair/Co-Chair all meetings of members and directors
- Primary media contact on behalf of the Board
- Facilitating the overall effectiveness of the Board
- A signing authority for all contracts
- Other duties delegated by the Board

### **Vice-President**

- Co-Chair all meetings of members and directors
- Secondary media contact on behalf of the Board
- Performing the duties of the President during his/her absence, illness or incapacity or as requested by the President to do so
- A signing authority for all contracts

### **Treasurer**

- Reporting on the financial status of HPC at Board meetings
- Oversee the preparation of the audited financial statements for presentation at the AGM
- A signing authority for all contracts, invoices, cheques and other related financial transactions<sup>1</sup>

### **Secretary**<sup>2</sup>

- Preparation of minutes, custody of books and records, and custody of the minutes of all meetings
- Ensuring proper minutes of the meetings of members and directors
- A signing authority for all contracts
- Other duties as delegated by the Board

---

<sup>1</sup> All members of the Finance Committee may have signing authority for invoices and cheques.

<sup>2</sup> The same person may hold both offices of Secretary and Treasurer. The Board may delegate the duties of the Secretary to staff.