



## **Board of Directors**

### **Position Description – Director**

**Position** Director

#### **Authority and Responsibility**

- The Board of Directors is the legal authority for Centres for Seniors Windsor, operating as Life After Fifty.
- Directors perform a governance role. Paid staff and service volunteers implement and manage operations, programs, and services.
- As a member of the Board, the Director actively promotes the objects and purposes of the organization in the community.
- Each Director is expected to display professional conduct at all times when representing the agency.

#### **Requirements**

1. Centres for Seniors Windsor By-law January 2012; Section 21 shall outline the minimum qualifications to serve as a Director.
2. Knowledge in one or more of the following areas is desirable: finance & accounting, building & repair, legal, human resources, public relations & marketing, health or social services, fundraising, computer & Internet technology, and advocacy.
3. Signed Declaration of Confidentiality.
4. Satisfactory Police Screen submitted within two months of election.

#### **Term**

1. Centres for Seniors Windsor By-law January 2012; Section 22 & 23 shall define the terms of office being a maximum of 2 consecutive three year terms.

#### **Expectations**

1. Direct the organization according to the stated constitution and By-Laws.
2. Develop long and short range goals and objectives for the organization and approve plans to meet them.
3. Review and approve, where appropriate, policy and other recommendations received from the Standing Committees, Advisory Committees, or the Executive Director.
4. Approve Life After Fifty annual operating and capital budgets.
5. Approve the hiring and release of the Executive Director based on the recommendations of the Audit Committee in conjunction with the Human Resources Advisory Committee.

6. Ensure that adequate standards of trusteeship prevail at all times in accordance with the legal and ethical fiduciary responsibilities of the Directors.
7. Ensure that an adequate system of “checks and balances” prevail to eliminate conflict of interest and to promote prudent management of the organization’s affairs.
8. Attendance at Annual General Meeting.
9. Participation in the fundraising activities of the organization commensurate with one's ability to do so.
10. Service on a minimum of one Standing Committee or Advisory Committee.

### **Meetings and Time Commitment**

- Attendance at monthly meetings of the Board of Directors, and the meetings of assigned committee(s).
- Attend on time.
- Be informed of all agenda items.
- Contribute in a concise, clear and carefully thought-out manner.
- Carefully consider the positions of colleagues and assist with constructive decision-making while striving to secure consensus.
- Centres for Seniors Windsor By-law January 2012; Section 24 shall define protocols for resignation and / or removal from the Board of Directors.

### **Evaluation**

Position description shall be reviewed every 3 years by the Governance Committee with recommended changes presented to the Board of Directors for approval.

**Approval Date:** September 30, 2014