

JOB DESCRIPTIONS FOR BOARD MEMBERS

POSITION:

Board Member

AUTHORITY AND RESPONSIBILITY:

The Board of Directors is the legal authority for the Golden and District Community Foundation. 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.

REQUIREMENTS:

- Commitment to the work of the community foundation
- Knowledge and skills in one or more areas of board governance and management: planning, policy, finance, fund development, human resource management, investment, grant making, communications, etc.
- Be willing to embrace the Foundation's mission of philanthropic leadership in the community and support its objectives in asset building and grantmaking
- Have a reputation within his or her profession and the community that would serve to enhance the public image of the Foundation
- Willingness to serve on committees
- Attendance at monthly Board meetings, committee meetings and annual general meetings
- Support of fund development activities

TERM:

Directors are nominated and serve for a 2 year term, staggered.

RESIGNATION, ABSENCES and TERMINATION:

- Resignation from the board must be in writing and received by the Secretary.
- A board member may be asked to resign if they miss three (3) consecutive meetings without notifying the Chairperson or Secretary of their absence.
- A board member may be removed for other reasons by a three-fourths vote of the remaining Board.

GENERAL DUTIES:

A director of the Board is fully informed on organizational matters and participates in the Board's deliberations and decisions in matters of planning, policy, finance, and the work of the community foundation.

PRIMARY RESPONSIBILITIES:

- Directors are expected to participate fully at Board meetings and review information necessary to make decisions
- Act in the best interests of the Golden and District Community Foundation
- Declare conflicts of interest and refrain from voting on such issues
- Share with other directors in being accountable to the Foundation's stakeholders including donors and the community at large
- Identify and solicit potential donors
- Believe in the philosophies and values of the Foundation
- Support the Foundation's mission through donations to the Foundation as appropriate to personal circumstances
- Be an advocate for the Foundation with contacts and professional colleagues
- Ensure effective financial and audit controls are in place to protect invested funds and safeguard donor information

QUORUM:

Three board members constitutes a quorum

TERM:

Two year term, staggered.

DECISION PROCESS:

Majority vote with Chair as tie breaker.