

GOLDEN & DISTRICT COMMUNITY FOUNDATION

Chairperson Job Description

Accountability

The Chair is accountable to the Board of Directors (the Board) to provide leadership to achieve the Foundation's mission and objectives.

The Foundation's mission is *"To attract and effectively grow permanent funds, provide leadership in addressing significant community needs, and help donors fulfill their philanthropic interests."*

The Foundation's objectives are *"To accumulate charitable gifts in a permanent capital fund, and to distribute income from these gifts to support a variety of community activities which advance the widest ranging community improvements in such areas as arts and culture, health and social services, heritage preservation, community facilities and programs, education, sports and recreation."*

Responsibilities

It is the responsibility of the Chair to carry out their duties under these key tasks:

Vision, Mission and Planning

- Oversee development and implementation of a strategic plan.
- Oversee development and implementation of goals and annual priorities.

Fund Development

- Take a leadership role in fund development activities for the Foundation.
- Support the Board in its fundraising efforts.

Legal Responsibility

- Ensure the Foundation fulfills its statutory and fiduciary responsibilities.

Financial Viability

- Secure financial resources needed to run the Foundation.
- Ensure that reasonable care and skill in the management of the Foundation's investments is exercised.
- Oversee preparation and implementation of the annual budget.

Board Development

- Facilitate opportunities for the Board to gain a full understanding of, and commitment to, the purpose of the Foundation.
- Facilitate opportunities for the Board to gain knowledge of the community in order to see the Foundation in the perspective of the problems and issues of the community it serves.

- Guide and mediate board actions with respect to organizational priorities and governance concerns.
- Ensure that new board members are oriented to their role.
- Encourage full participation of board members.
- Organize team-building activities, for example a retreat for planning.
- Set up a system for evaluation of the Board's work in relation to the mission, objectives and strategic plan.

Public Relations

- Be the spokesperson for the Foundation, especially for all public announcements and with the media.
- Take a leadership role in building public awareness of the Foundation's goals and objectives.
- Ensure the Foundation provides an annual report to the community.
- Listen to and communicate with individuals, groups and the community the Foundation serves.
- Develop and maintain positive relationships with key community members for the primary purpose of attracting donations.

Outreach / Networking

- Identify opportunities to attend events or meetings outside the community that pertain to Foundation business.
- Ensure board member attendance at key meetings or events pertaining to Foundation business, when possible and in consideration of the budget.

Operational Management

- Oversee the Foundation's mission, objectives, policies and operations, including investment and accounting practices.
- As the chief executive officer of the society provide leadership on a consultative basis to the other officers in the execution of their duties, and maintain accountability.
- Encourage the board's role in developing and implementation of strategic goals, annual priorities and the annual budget.
- Provide leadership in setting policy.
- Make effective decisions in consultation with the Board to guide and strengthen the Foundation.
- Ensure effective internal communication between the board and the chairs of the advisory committees.
- Oversee the Foundation's pilot project, the administration of the Columbia Basin Trust Community Initiatives Grants Program.
- Have the ability and be prepared to diffuse crisis and create an atmosphere where people can usefully interact and achieve a sense of accomplishment.
- Appoint advisory committee chairs in consultation with the board.
- Set meeting schedules.
- Jointly prepare agendas with the Board.

- Chair meetings of the Board and follow procedure as listed below.
- Chair annual general meetings.
- Determine who is authorized to sign cheques.
- Liaise with the Administrator; support and evaluate the performance of the Administrator.
- Sign correspondence and cheques as requested.
- Have on hand the by-laws, (the Board Handbook) and other documents to facilitate the transaction of business.

Chair Proceedings at Meetings

- open meetings at scheduled time, calling the meeting to order
- ascertain a quorum is present
- state the agenda
- bring forward those items which require immediate attention
- bring forward all other items as scheduled or appropriate
- can ask for approval of the minutes without an oral reading
- be familiar with parliamentary procedure
- keep things moving, keep people on topic
- declare meeting adjourned

Approved: April 12, 2006