



VOLUNTEER
BÉNÉVOLES
C A N A D A

150 Isabella Street, Suite 609, Ottawa, ON K1S 1V7
Tel : 613-231-4371 1-800-670-0401 **Fax :** 613-231-6725
Email : info@volunteer.ca **Website :** www.volunteer.ca

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POSITION:

Member-at-Large, Volunteer Canada Board of Directors

Do you have experience in Fundraising or Government Relations and a passion for volunteerism, civic engagement, and community participation? Do you want to foster greater community participation and engagement across the country? Apply to join the Volunteer Canada board of directors and help lead the organization as it embarks on a bold new strategic plan, including the development of a National Volunteer Action Strategy.

AUTHORITY AND ACCOUNTABILITY:

Individual members are appointed under the authority of the Bylaws and are accountable to the Board of Directors. They have no authority to act or give direction individually other than in the manner as is approved in these policies or by resolution of the Board.

RESPONSIBILITIES:

Each individual Board member is expected to:

Strategic Leadership/Engagement and Outreach

- Be informed about and demonstrate a commitment to the organization's mission, vision, values, strategic priorities, policies and programs.
- Keep up to date with issues and trends that affect the organization, volunteerism, and the nonprofit sector.
- Actively participate in annual Board planning and evaluation activities.
- Inform others about the organization.
- Suggest possible nominees to the Board.
- Serve as an active advocate and ambassador for Volunteer Canada and assist in identifying and securing the financial resources and partnerships/collaborations necessary for Volunteer Canada to advance its mission.
- Exercise duty to be honest, to act in good faith and in the best interest of the organization.

Effective Decision-Making

- Contribute skills and knowledge by attending and actively participating in Board meetings and committee work.
- Prepare for meetings by reading agendas, minutes, reports and supporting materials.
- Serve on committees or working groups; take on special assignments.



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- Exercise reasonable care in all decision making, without placing the organization under unnecessary risk.

Policies and Procedures

- Follow Volunteer Canada bylaws and policies (conflict of interest, code of conduct and confidentiality policies).
- Avoid or disclose any potential or actual conflicts of interest.
- Ensure the organization is complying with all legal and regulatory requirements.
- Assist the Board in carrying out its fiduciary responsibilities. Understand and monitor the organization's financial affairs.
- Support fundraising and resource development for the organization.
- Act as steward of public trust.

TERM

Individual Board Members are elected to a three (3) year term, renewable to a maximum of three (3) consecutive terms. The Board year begins and ends at the Annual General Meeting in September of each year.

TIME COMMITMENT

This position requires attending at least six (6) Board meetings, and the Annual General Meeting. Additional time commitments may include up to ten (10) committee meetings, and meetings related to annual planning and evaluation. Most meetings will be held online. Some travel is required for occasional in person meetings.

ORIENTATION

Board members will participate in an orientation to Volunteer Canada and to the Board of Directors. This will include information on Volunteer Canada's history, strategic plan and priorities, Board Roles and Responsibilities, current budget and financials, and planning calendar of Board activities.

EVALUATION

Annual Board assessment and individual Board member assessment.

QUALIFICATIONS:

A director must meet all of the following qualifications:

- be at least 18 years old;



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- not have been declared incapable under the laws of a Canadian province or territory, or by a court in a jurisdiction outside Canada;
- be an individual (that is, a corporation cannot be a director);
- not be in bankrupt status.

