

# Cataraqui Conservation Foundation

## BoardMember Job Description

**Accountability:** The members of the Board of Directors of the Cataraqui Conservation Foundation (CCF) are collectively accountable to the community, supporters and other stakeholders. They are accountable for the CCF's performance in relation to its mission and strategic objectives and for the effective stewardship of financial and human resources.

**Authority:** Individual board members have no authority to approve actions by the CCF or to speak on relevant, unless given such authority by the board.

**Responsibility:** Board members are responsible for acting in the best long-term interests of the organization and its community and will bring to the task of informed decision-making, a broad knowledge and an inclusive perspective.

**General Duties:** Every member of the Board of Directors is expected to do the following:

- Prepare for and attend board meetings.
- Work as a team member and support board decisions.
- Participate in the review of the CCF's mission and objectives and the development of a strategic plan.
- Monitor the performance of the organization in relation to objectives and core values.
- Approve the budget and monitor financial performance in relation to it.
- Abide by the Foundation By-laws, polices and relevant external laws and regulation.
- Establish, review and monitor polices that guide the CCF activities.
- Participate in the recruitment and mentoring of new board members.
- Participate in the Board's self-evaluation process.
- Participate in committee work.
- Attend periodic meetings of the CRCA in order to update members on the activities of the Foundation.
- Participate in committee work.
- Attend and participate in the Annual General Meeting.
- Keep informed about community issues relevant to the mission and objectives of the Association.
- Support the CCF according to the Director's means.
- Advocate for the CCF and its activities.

**Qualifications:** The following are considered key qualifications for membership on the CCF Board:

- Knowledge of the community.
- Commitment to organization's mission and strategic directions.
- A commitment of time.
- Openness to learning.

**Evaluation:** The performance of directors is evaluated annually in the context of the evaluation of the Board and is based on the carrying out of duties and responsibilities as outlined above.

**Cataraqui Conservation Foundation**

BoardMember Job Description

Draft 29August, 2012

**Removal of a Board Member:** A director may be removed from the board as per the By-laws.

Approved by Board of Directors of the CCF this 11th day of September, 2012.

Signed: *Michael Bell*

Michael Bell, Secretary  
Cataraqui Conservation Foundation

Reviewed by Board of Directors of the CCF this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signed: \_\_\_\_\_

\_\_\_\_\_, Secretary  
Cataraqui Conservation Foundation