



ELK ISLAND LOGOS SOCIETY

JOB DESCRIPTION

POSITION: BOARD MEMBER (DIRECTOR)

Authority and Responsibility

The Board of Directors is the legal authority for the Elk Island Logos Society. As a member of the Board, a Director acts in a position of trust for the society and is responsible for the effective governance of the organization.

Requirements

Requirements of Board membership include:

- 1) Agree with the Purpose Statements and the Principles of the Elk Island Logos Society.
- 2) Commit to the work of the organization.
- 3) Have knowledge and skills in one or more areas to support board decisions and effectiveness: prayer, resources, fundraising, communications, etc.
- 4) Willingness to serve on committees.
- 5) Attendance at Board meetings, meetings of assigned committees and the Annual General Meeting.
- 6) Support of any special events.
- 7) Support of, and participation in, fundraising events.

Term

Directors are elected by the membership at the Annual General Meeting. Directors serve for a two-year term. Directors may be released at the end of the elected term, by resigning, or according to the Elk Island Logos Society's bylaws. To keep some continuity, some Directors are elected on odd years, and some on even ones.

General Duties

A Director is fully informed on organizational matters and participates in the Board's deliberations and decisions in matters of policy, finance, program and advocacy.

The Director must:

- 1) Approve, where appropriate, policy and other recommendations received from the Board, or committees.
- 2) Monitor all Board policies.
- 3) Review the bylaws and policy manual and recommend bylaw changes to the membership.
- 4) Review the Board's structure, approve changes, and prepare necessary bylaw amendments.
- 5) Prepare any reports or recommendations in advance of meetings and distribute to Board members.
- 6) Approve the Elk Island Logos Society's budget.
- 7) Assist in developing and maintaining positive relations among the Board, committees, staff members, and our community to enhance the Elk Island Logos Society's mission.

Evaluation

A director's performance is evaluated annually based on the performance of assigned Board requirements and duties.