



Board Member Responsibilities and Duties

Purpose

A Board Member shall:

serve as an active voting member on the Board of Directors of K3C Counselling Centres which is legally responsible and accountable for overseeing the total operations and services of the agency;

know, support and promote K3C's Vision, Mission and Principles throughout the community.

Criteria

A Board Member shall demonstrate:

- Integrity, objectivity, and commitment
- Excellent strategic and analytical thinking skills
- Judicious decision-making
- Awareness of the financial and government reporting environment
- Experience in one or more of the following sectors: business, education, legal, social services, health services, finance, banking, information technology, human resources, community or public service.

Previous Board experience is an asset. Bilingualism is an asset.

Responsibilities

Members of the Board share the following responsibilities while acting in the interest of K3C. Each Member is expected to make recommendations based on his or her experience and vantage point in the community.

A Board Member is responsible to:

- understand and incorporate the Agency's Vision, Mission and Principles in all decision-making;
- participate in the development of and focus on achieving Agency Strategic Focuses;

- participate in the development, implementation and evaluation of Board Annual Goals;
- provide governance, strategic leadership and advisement, focusing on results;
- become familiar with K3C's individual programs and services;
- be a fiscal steward as the Board oversees the Agency's financial performance, viability and adoption of the annual budget;
- have a working knowledge of and comply with all applicable legislation relating to not-for-profit, charitable corporations;
- have a working knowledge of and comply with the corporation's governing documents (letters patent, by-laws, etc.);
- participate in the development, implementation and approval of Board policies and procedures;
- oversee and approve Agency and program policies;
- abide by clear guidelines addressing conduct and ethics;
- participate in the annual Board evaluation process;
- participate in training and professional development based on annual Board evaluation and planning, or as appropriate;
- be alert to community concerns that can be addressed by the Agency's Vision, Mission, Principles and Program Philosophies and Objectives;
- help communicate and promote the Agency's programs and services to the community.

Duties

A Board Member has the duty to:

- prepare for, attend and participate in meetings on a regular basis, and special events as able;
- contribute to discussions and decisions;
- maintain confidentiality;
- avoid conflicts of interest;
- participate and serve on Committees or Task Forces as required;
- represent the Agency at various functions;
- represent the Agency's position rather than a personal position;
- communicate to staff through the Executive Director and only after discussion with the Board President.

Term

Board Members are elected to a three year term (except when filling an unexpired term), subject to re-election. No Board Member may be elected for more than seven consecutive terms.

Meetings and Time Commitment

Meetings

Monthly board meetings (9-10 annually)
Committee meetings (as required)
Annual General Meeting
Strategic Focus meeting (every other year)

Estimated Time Commitment

2.5 hours per meeting
2-3 hours per meeting
3 hours
4 hours

Dues

Dues for the Board of Directors are \$10 per year and will be collected in September of each year.

Remuneration

Board Members receive no remuneration for acting as such.

Please send letters of interest to:

Membership Committee, Board of Directors
K3C Counselling Centres
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Kingston, ON K7K 3C1
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Fax: 613-544-8138