

**BOARD MEMBER
Job Description**

Authority and Responsibility

The Board of Directors is the legal authority for Southern Alberta Individualized Planning Association. As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

Requirements

Requirements of Board membership include:

1. Commitment to the work of the organization.
2. Knowledge and skills in one or more areas of:
 - a. Board governance
 - b. Policy
 - c. Finance
 - d. Programs
 - e. Personnel
 - f. Advocacy
3. Willingness to serve on committees.
4. Attendance at monthly Board meetings.
5. Attendance at meetings of assigned committees.
6. Attendance at Annual General Meetings.
7. Attendance at membership meetings.
8. Support of special events.
9. 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 Southern Alberta Individualized Planning Association's Bylaws.

General Duties

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

The Director must:

1. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and senior staff.
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. Participate in the development of Southern Alberta Individualized Planning Association's organizational plan and annual review.
6. Approve Southern Alberta Individualized Planning Association's budget.
7. Approve the hiring and release of the Executive Director, including the executive director's employment contract, based on the recommendation of the Human Resources Committee.
8. Support and participate in evaluating the Executive Director.
9. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance Southern Alberta Individualized Planning Association's mission.

Evaluation

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

Review Date and Approval Date

The Policy & Bylaws Committee annually reviews the Board Member Job Description. Recommended changes are presented to the Board.

Approval Date: June 17, 2008
Review Date: June 17, 2009