



RESPONSIBILITIES

Board of Directors	Managing Director/Finance Manager/ Community Development Coordinator
<ul style="list-style-type: none"> ▪ Evaluation ▪ Selection of Board ▪ Monitors programs and services ▪ Trusteeship ▪ Executive Committee reports to the Board of Directors ▪ Program Manager/Admin Staff report to Executive Committee ▪ Personnel reports to Program Manager ▪ Legal / Accountability ▪ Fund Development ▪ Financial Management ▪ Public and Community Relations ▪ Strategic Planning ▪ Governance / Policy 	<ul style="list-style-type: none"> ▪ Community / Network ▪ Membership ▪ Public Relations ▪ Resource Centre ▪ Volunteer Management ▪ Advocacy ▪ Fund Development ▪ Office ▪ Education / Training ▪ Legislation ▪ Program Management ▪ Policy Implementation

REPORTING RELATIONSHIPS





Board of Directors Characteristics List

Please check the characteristics that you feel you bring as a Board Member and/or specific areas of interest you might have for specific committees.

Leadership Skills

- Visionary
- Organizational Skills
- Time Commitment/Time Management
- Oral Communication
- Written Communication
- Collaboration
- Group Processing Skills
- Problem Solving Skills
- Administrative Experience
- Entrepreneurial
- Marketing Skills
- Public Relations
- Strategic Planning
- Interpersonal Skills
- Legal Knowledge
- Policy Setting Knowledge
- Human Resources Knowledge
- Needs Assessment
- Process Orientation
- Motivator
- Public Speaking
- Advocacy
- Training Seminars
- Other:_____

Financial/Fundraising Experience

- Finance/Accounting
- Special Events Management
- Foundations
- Corporations
- Endowment Funds
- Government Contacts
- Financial Planning/Monitoring Experience
- Treasurer Experience
- Market Research Technology
- Strategy Implementation
- Fundraising
- Other:_____

Diverse Representation

- Geographic Location
- Educators
- Business/Labour
- Health Professionals
- Ethnic Group
- Media
- Parent
- Youth
- Male
- Female
- Collaborating Organizations
- Other:_____

Child/Youth/Recreation/ Program Expertise

- Business Partnerships
- National Involvement
- Conference Planning Involvement
- Program Planning/Development
- Professional Development Activities
- Workshop Planning/Presentation Training
- Membership Recruitment/Retention Knowledge
- Technology Awareness/Use
- Teacher Education Training
- Mentoring
- Volunteer Management
- Other:_____

Please provide a detailed résumé.



EXPECTATIONS OF BOARD MEMBERS

To accomplish our vision and goals Board members are under the following obligations:

1. **Board Responsibilities:**

- To attend all meetings and if unable to attend, to notify staff ASAP.
- To review Board package (agenda, previous minutes and reports) prior to meeting.
- Submit all committee reports in a timely manner (i.e. forms, minutes, and volunteer hours)

2. **Committees:**

- To attend all meetings.
- To participate in committee projects.
- Committee chairs will liaise with designated staff.
- To submit committee minutes at board meetings.
- Schedule monthly meetings

3. **Financial Management:**

- To be accountable for revenue, expenses and annual planning in conjunction with the Managing Director and Finance Manager.
- To actively participate in all fundraising projects approved by the board.

4. **Reports and Statistics:**

- Volunteer hours (time sheets)

5. **Role Descriptions:**

- Develop and update "how to manuals".

6. **Awareness:**

- Keep abreast of changing needs of the community and share those needs at the board meetings.
- Support efforts to enhance the board's effectiveness and efficiency by participating in training, social activities and other planned events.
- Be responsible for policy development and implementation.
- Be an advocate for public awareness of Jericho Youth Services and assistance in overcoming barriers.
- Keep abreast of information regarding recreation, children and youth.
- Assist Admin personnel in scanning articles on recreation, youth and behavior strategies.

7. **Organizational Report:**

- Support and value staff expertise and time.
- Respect volunteers' time, talents and expertise.
- Enhance Jericho Youth Services' image in the community.



ROLE DESCRIPTION

Title: Board Chair

Goal: To ensure that the organization is administered and represented effectively.

Duties:

1. To preside at all Board meetings of the Organization and serve as ex-officio member of all committees.
2. To liaise closely with the Managing Director.
3. To provide leadership in the development of resources to support current and future needs.
4. To liaise with United Way and other funders as required.
5. To liaise with community partners as required.
6. To sign all legal documents.
7. To understand the Organization's policies, by-laws, and activities.
8. To evaluate Managing Director, Finance Manager and Community Development Coordinator annually, as a member of the Personnel Committee.
9. To assist with Board orientation.
10. To encourage and motivate Board members.
11. To assist in the planning and review of the strategic plan.
12. To assist in training Vice Chair(s) for his or her role as Chair.
13. To act as a spokesperson for Jericho Youth Services.
14. Develop and maintain a knowledge base of children, youth and recreation.
15. The Chair agrees to abide by all the rules and regulations of Jericho Youth Services in existence at the time of employment and those, which from time to time are added and approved by the Board of Directors.
16. The Chair agrees not to disclose information pertaining to the employer which may be of a proprietary or confidential nature or which may be damaging to the organization.



ROLE DESCRIPTION

Title: Vice-Chair

Goal: To assist Chair in carrying out the business of the Board.

Duties:

1. To assist the Chair as required.
2. To preside at Board meetings in the absence of the Chair.
3. To understand all policies and by-laws, goals, and activities of Jericho Youth Services.
4. To liaise closely with Managing Director or designated staff.
5. To fill the vacancy created by a resigned Chair for the duration of his or her term.
6. To perform duties designated by the Chair or Board of Directors.
7. To assist in the planning and review of the strategic plan.
8. Develop and maintain a knowledge base of children, youth and recreation.
9. The Vice-Chair agrees to abide by all the rules and regulations of Jericho Youth Services in existence at the time of employment and those, which from time to time are added and approved by the Board of Directors.
10. The Vice-Chair agrees not to disclose information pertaining to the employer which may be of proprietary or confidential nature or which may be damaging to the organization.
11. Perform other duties as required at the request of the Board of Directors of Jericho Youth Services.



ROLE DESCRIPTION

Title: Treasurer

Goal: To maintain accurate records of Jericho Youth Services' financial matters.

Duties:

1. To prepare monthly financial statements for Board of Directors in conjunction with Finance Manager.
2. To assist in preparing financial records for audit at the end of the fiscal year.
3. To assist with tax return and public trustee information in conjunction with the Executive Committee and Finance Manager.
4. To assist in annual budget formulation and monitoring.
5. To ensure appropriate forms are filed with government re: taxation, employee benefits, health benefits, HST, charitable status, etc. in conjunction with Finance Manager.
6. To assist with funding financial forms
7. To assist in preparation of grant forms as required.
8. To liaise closely with the Executive Committee and Finance Manager.
9. To understand Jericho Youth Services' by-laws and policies
10. Develop and maintain a knowledge base of children, youth and recreation.
11. The Treasurer agrees to abide by all the rules and regulations of Jericho Youth Services in existence at the time of employment and those, which from time to time are added and approved by the Managing Director, Executive Committee and/or the Board of Directors.
12. The Treasurer agrees not to disclose information pertaining to Jericho Youth Services which may be of proprietary or confidential nature or which may be damaging to the organization.
13. Perform other duties as required at the request of the Board of Directors of Jericho Youth Services.



ROLE DESCRIPTION:

Title: Secretary

Goal: To record and distribute accurate minutes of Jericho Youth Services Executive, Board and Annual General Meetings.

Duties:

1. To take and distribute record all minutes.
2. To record minutes and review with Executive Committee and/or Chair.
3. To liaise closely with the Executive Committee and/or Chair.
4. To perform all duties incidental to the office of Secretary, subject to the direction of the Board of Directors.
5. Develop and maintain a knowledge base of children, youth and recreation.
6. The Secretary agrees to abide by all the rules and regulations of Jericho Youth Services in existence at the time of employment and those, which from time to time are added and approved by the Managing Director, Executive Committee and/or the Board of Directors.
7. The Secretary agrees not to disclose information pertaining to Jericho Youth Services which may be of proprietary or confidential nature or which may be damaging to the organization.
8. Perform other duties as required at the request of the Board of Directors of Jericho Youth Services.



ROLE DESCRIPTION

Title: Director/Board Member at Large

Goal: To assist the organization in fulfilling its mandate.

Duties:

1. To promote an understanding of the value of recreation and awareness among the community of the services and programs Jericho Youth Services provides.
2. To assist in the planning and review of the strategic plan.
3. To actively participate in all fundraising initiatives.
4. To participate in at least one standing committee and other ad hoc committees.
5. To liaise with the Managing Director and other staff as designated.
6. To understand Jericho Youth Services' policies, bylaws, programs and services.
7. To promote and stimulate membership recruitment and expansion.
8. To keep abreast of the changing needs of the community.
9. Keep current on policies and bylaws.
10. Develop and maintain a knowledge base of children, youth and recreation.
11. The Member at Large agrees to abide by all the rules and regulations of the Jericho Youth Services in existence at the time of employment and those, which from time to time are added and approved by the Board of Directors.
12. The Member at Large agrees not to disclose information pertaining to the employer which may be of a proprietary or confidential nature or which may be damaging to the organization.
13. Perform other duties required at the request of the Board of Directors of Jericho Youth Services.



ROLE DESCRIPTION

Title: Fundraising

Goal: To gain funding from a number of sources to support the financial requirements of the Youth Services programs and services.

Duties:

1. To recruit committee(s) to include Board members and volunteers.
2. To develop project proposals for Board approval.
3. To plan special events activities.
4. To explore and identify a variety of finding sources to meet our financial requirements (i.e. service clubs, local business).
5. To work closely with the Executive Committee or other staff as designated.
6. To keep clear, concise records of all fundraising activities and results.
7. To be familiar with Jericho Youth Services' fundraising policies.
8. Develop and maintain a knowledge base of children, youth and recreation.
9. The Fundraiser agrees to abide by all the rules and regulations of Jericho Youth Services in existence at the time of employment and those, which from time to time are added and approved by the Board of Directors.
10. The Fundraiser agrees not to disclose information pertaining to the employer which may be of proprietary or confidential nature or which may be damaging to the organization.
11. Perform other duties as required at the request of the Board of Directors of Jericho Youth Services.