

## REVELSTOKE WOMEN'S SHELTER SOCIETY

### FORSYTHE HOUSE - A SAFE PLACE

#### INDIVIDUAL BOARD MEMBER JOB DESCRIPTION

##### **General Accountability**

The role of the Board is to make contributions, which lead the organization toward achievement of its goals.

##### **Collectively, the Role of the Board is to:**

- Provide accountability for the activities of the Shelter to residents of the region
- Develop written governing policies which address, at the broadest level, Ends, Governance process and Board – Administrator relationships
- Assure Administrator performance
- Approve the recruitment, selection and evaluation of the Administrator, as well as a compensation plan for the same
- Monitor organizational performance
- No Board member individually has authority to supervise or direct the Administrator
- Direction to the Administrator lies with the Board as a whole

##### **Individually, the Role of a Board Member is to:**

- Regularly attends Board Meeting and other important related meetings;
- Actively participates in committee work;
- Volunteers for, and willingly accepts assignments and completes them thoroughly and in a timely fashion;
- Stays informed about committee matters, prepare themselves for meeting and reviews and comments on minutes and reports;
- Participates in fundraising and membership drives for the organization;
- Gets to know other committee members and builds a collegial working relationship that contributes to consensus
- Performs other responsibilities as assigned by the Board.