

CARP South Fraser Chapter #48

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Member of the Board of Directors 2013: Job Description and Expectations

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of CARP and CARP South Fraser Chapter #48 so as to support the organization's vision, mission, priorities and needs.

VISION: A society in which everyone can live active,
independent, purposeful lives as they age.

MISSION

CARP is committed to enhancing the quality of life for all Canadians as we age by:

- advocating for social change that will bring financial security, equitable and timely access to health care and freedom from discrimination;
- ensuring that the marketplace serves the needs and expectations of our generation and providing value-added benefits, products and services to members; and
- building a sense of community and shared values among our members in support of CARP's mission

Major responsibilities shared by Directors of the Board while acting in the interest of CARP and CARP South Fraser Chapter #48 and based on his or her experience and vantage point in the community:

- To determine and act in accordance with the Chapter's vision, mission, objectives, operations and bylaws;
- To provide leadership and advisement to the Chapter;
- To contribute to the organization of the board of directors, officers, and committees;
- To develop and oversee policies and procedures;
- To manage the finances of the Chapter, including adoption and oversight of the annual budget;
- To oversee program planning and evaluation;
- To review organizational and program reports;
- To promote the organization, acting as an ambassador for CARP and the Chapter;
- To support fundraising and outreach objectives;
- To undertake all duties as outlined in the CARP South Fraser Chapter #48 Bylaws.

Length of term: Two (2) years, which may be renewed up to a maximum of three (3) consecutive terms. Each Director shall hold office until a successor is elected.

Meetings and time commitment:

- The board of directors meets monthly.
- Meetings typically last 120 minutes.
- Committees of the board meet an average of four times per year, pending their respective work agenda.
- Board members are asked to attend a minimum of two special community events or meetings each year, as they are determined by the Board.

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special community events or meetings as able.
- Chair a standing committee of the board, and/or serve on ad-hoc committees as necessary.
- Ensure effective Board and Committee communications and/or decision-making through timely email access.
- Be alert to community concerns that can be addressed by the mission, objectives, and programs of CARP and CARP South Fraser Chapter #48.
- Help communicate and promote the mission and programs of CARP and CARP South Fraser Chapter #48 to the community.
- Become familiar with the finances, budget, and financial/resource needs of CARP South Fraser Chapter #48.
- Understand the policies and procedures of CARP South Fraser Chapter #48.
- Ensure, as a Director that all legal, ethical and fiduciary standards are met and maintained.
- Provide full disclosure of activities to avoid conflict of interest.