



Job Description – Board member of the NCC Board of Directors

AUTHORITY/RESPONSIBILITY:

The Board of Directors is the legal authority for the New Canadians Centre in Peterborough (NCCP). 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. Directors are obligated:

- To follow all policies and procedures, as outlined in the NCC's by-laws and policies.
- To participate in all monthly Board meetings and in the meetings of one Board Committee.
- To participate in the Annual General Meeting.
- To act in the interest of new Canadians consistent with the NCCP's mandate, mission and values.

QUALIFICATIONS/SKILLS:

Knowledge and skills in one or more areas of Board responsibility: finance, governance, human resources, or strategic priorities of the current Board.

TERM:

Directors are elected by the NCCP's membership at the Annual general meeting. Directors serve for a two-year term. Directors may be re-elected for one additional 2-year term.

One Director of the Board, who serves as the representative of the Peterborough Immigration Partnership (PIP), is not elected by the membership, but is elected by the Coordinating Committee of the PIP. There is no term limit at the Board for the PIP representative.

REQUIREMENTS:

- 4-8 hours of volunteer work per month
- Commitment to the work and mission of the organization.
- Willingness to serve on at least one committee and actively participate.
- Attend monthly Board meetings and Annual General meetings.
- A time commitment of five hours per month (includes Board preparation, Board and committee meeting time).
- Being informed of the services provided by the New Canadians Centre, and publicly support them.
- Prepare for and participate in the discussions and the deliberations of the Board.
- Provide timely oral and written feedback on issues, as required.
- Be aware of and declare any conflict of interest (see Conflict of Interest Policy).

MAJOR DUTIES:

- Govern the New Canadians Centre by the broad policies developed by the Board.
- Establish overall long and short-term goals, objectives and priorities for the New Canadians Centre in meeting the needs of newcomers and the community through the strategic planning process every 5 years.
- Promote the mission of the New Canadians Centre through community networking, etc.
- Adopt a pro-active, non-partisan and positive stance on sharing the impact of the New Canadians Centre's work and the value of diversity in our community
- Ensure accountability to funders for the services provided and funds expended.
- Monitor and evaluate the effectiveness of the New Canadians Centre through the regular review of programs and services.
- Participate in the cultivation of donors and supporters (may include thanking donors via phone or personal visits; participating in fundraising events; providing suggestions for organisations and individuals to be connected to our mission)
- Be accountable and seek nominations for election to the Board when appropriate.

