

Board Job Descriptions

Chair – Board of Directors

Last Revised: April 2021

AUTHORITY/RESPONSIBILITY:

- The Chair, along with the ED, represents the organization to the general public.
- The Chair is responsible and accountable to the Board, the membership of the NCCP and the organization.

QUALIFICATIONS/SKILLS:

- Served on the NCCP Board as a Director for one year prior to assuming the Chair position.
- Ideally served previously as Vice-Chair prior to assuming the Chair position.
- Ability to facilitate discussions and ensure all Board members are encouraged to participate.
- Organizational priority setting and problem-solving skills.
- Understanding of Board processes.
- Professional manner and excellent communication skills.
- Understanding of the role of a community Board.

TERM:

The Chair is elected for one one-year term and the term can be renewed.

REQUIREMENTS:

- Commitment to the work and mission of the organization.
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel.
- Willingness to serve on the Executive Committee and at least one other Board committee.
- Attendance chairing at monthly Board meetings, Executive Committee meetings and Annual General Meeting.
- A time commitment of 10-20 hours per month (includes Board and Committee meeting preparation and meeting time).
- Being informed of the services provided by the New Canadians Centre and publicly supporting them.
- Being prepared for and facilitating the discussions and deliberation of the Board.
- Foster a positive working relationship with other Board members.
- Being aware of and declaring any conflict of interest (see Conflict of Interest Policy).

MAJOR DUTIES:

- Ensure that long and short-term goals, objectives and priorities for the NCCP are established through a strategic planning process every 5 years.
- Act as a spokesperson for the New Canadians Centre to the media and community at large when needed or when management is not available.

- Chair the Annual General Meeting, Board Meetings and Executive Committee meetings, and ensure that meetings are conducted in an orderly fashion and that the agreed upon rules of order are adhered to.
- Provide leadership and direction to the Board and address individual situations of non-compliance with the code of conduct if required.
- Arrange for Vice to chair meetings in the absence of the Chair.
- Represent the New Canadians Centre at community functions as needed.
- Approve monthly Board meeting agenda set by the Executive Director with input from Board members and Executive Director.
- In conjunction with the Executive Committee provide guidance and leadership.
- Upon the hiring of a new Executive Director, conduct a probationary review within an appropriate timeframe in conjunction with the Governance and HR Committee (if probationary terms are conditions of employment)
- Ensure Board members receive agenda and minutes in a timely manner (note secretary's role).
- Adhere to general duties outlined in the board member job description.
- Support the Executive Director as needed
- Sign on behalf of the organization certain funding agreements as specifically requested by funder.
- Approve contracts and expenditures above \$10,000, as outlined in the Financial Management Policy
- Consult with and support the Executive Director in emergency situations.
- Sign the approved minutes of the Board meeting chaired by them.
- Fulfill responsibilities as outlined in the Whistleblower policy

REVIEW/APPROVAL DATE:

At the end of the term(s), review job description. Recommended changes are presented to the Board's Governance and HR Committee for ratification.

AUTHORITY/RESPONSIBILITY:

- Act as Chair in the absence of the Chair with all its incumbent authority and responsibility.

QUALIFICATONS/SKILLS:

- At least one completed year as NCCP Board member is an asset.
- Ability to facilitate discussions and ensure all Board members are encouraged to participate.
- Understanding of Board processes.
- Professional manner.
- Understanding of the role of a community board.

TERM:

- The Vice Chair is elected for one one-year term and the term can be renewed.

REQUIREMENTS:

- Commitment to the work of the organization.
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel.
- Willingness to serve on the Executive Committee and at least one other Board committee.
- Attendance at monthly Board meetings.
- A time commitment of 5 to 10 hours per month (includes Board preparation, committee and meeting time).
- Attendance at Annual General Meeting.
- Being informed of the services provided by the New Canadians Centre and publicly support them.
- Being prepared for and participating in the discussions and the deliberations of the Board.
- Ability to foster a positive working relationship with other Board members.
- Awareness of and declaration of any conflict of interest (see Conflict of Interest Policy).

MAJOR DUTIES:

- Assist with the establishment of a strategic planning process every 5 years, ensuring that the organization meets the needs of newcomers.
- Carry out Chair duties in the absence of the Chair.
- Carry out duties as requested by the Chair and Board.

REVIEW/APPROVAL DATE:

At the end of the term(s) review job description. Recommended changes are presented to the Board's Governance and HR Committee for ratification.

AUTHORITY/RESPONSIBILITY:

- To prepare accurate, concise minutes of Board meetings.
- To ensure minutes are distributed to all Board members prior to the next Board meeting.

QUALIFICATIONS/SKILLS:

- Good communication and writing skills.
- Experience taking minutes is an asset.

TERM:

The Secretary is elected for one one-year term and the term can be renewed.

REQUIREMENTS:

- Commitment to the work and mission of the organization.
- Knowledge and skills in one or more area of Board governance: policy, finance, programs, personnel.
- Willingness to serve on the Executive Committee and at least one other Board committee.
- Attend monthly Board meetings and Annual General Meetings.
- A time commitment of 5 to 10 hours per month (includes Board preparation, Board and committee meeting time (writing and reviewing of minutes).
- Being informed of the services provided by the New Canadians Centre and publicly support them.
- Being prepared for and participating in the discussions and the deliberations of the Board.
- Fostering a positive working relationship with other Board members.
- Being aware of and declaring any conflict of interest (see *Conflict of Interest Policy*).

MAJOR DUTIES:

- Assist with the establishment of a strategic planning process every 5 years to ensure that the organization meets the needs of new Canadians.
- Prepare and ensure distribution of minutes and records for all board meetings.
- Review and verify accuracy of minutes including corrections.
- Sign the approved minutes of the Board meetings recorded by them.
- Ensure minutes are recorded in accordance with the process described in the NCC “In Camera Policy”.
- Fulfill responsibilities as outlined in the Whistleblower policy

REVIEW/APPROVAL DATE:

At the end of the term(s), review job description. Recommended changes are presented to the Board’s Governance and HR Committee for ratification.

AUTHORITY / RESPONSIBILITY:

- To oversee the management of the organization's finances.
- To review financial statements as prepared by the organization's finance staff
- To approve expenditures, submit online payments, and sign cheques above a certain threshold
- To deliver financial reports at the monthly Board meetings.
- To chair the Finance Committee and liaise between the Board and the Finance Committee.
- To present the annual audited statements and final report from the auditors to the Board for review and to the members at the AGM

QUALIFICATION / SKILLS:

- Experience with financial management and accounting
- Experience in working with a non-profit organization is an asset.
- Completed one year of Board membership term.

TERM:

The Treasurer is elected for one one-year term and the term can be renewed.

REQUIREMENTS:

- Serve as a signing authority of the organization.
- Commitment to the work and mission of the organization.
- Willingness to serve on the Executive Committee, chair the Finance Committee.
- Attend monthly Board meetings, Finance Committee meetings and Annual General Meetings.
- A time commitment of 5 to 10 hours per month (includes Board preparation, committee meeting time and financial preparation time).
- Be 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 and Finance Committee.
- Foster a positive working relationship with other Board members.
- Be aware of and declare any conflict of interest (see Conflict of Interest Policy).

MAJOR DUTIES:

- Assist with the establishment of long and short-term goals, objectives and priorities for the NCCP in meeting the needs of new Canadians.
- Assist with the preparation of the financial reports of the organization.
- Review financial statements in advance of finance committee meetings
- Approve contracts and expenditures above \$10,000, as outlined in the Financial Management Policy
- Other duties as outlined in the Financial Management Policy.

- Ensure that financial policies are maintained and reviewed to address the changing needs of the organization.

REVIEW / APPROVAL DATE:

At the end of the term(s), review job description. Recommended changes are presented to the Board's Governance and HR Committee for ratification.

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 at least 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 two additional 2-year terms.

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.

REQUIREMENTS:

- 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 5 to 10 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.

REVIEW/APPROVAL DATE:

The Board's Governance and HR Committee reviews this job description yearly.