



Job Description

Board of Directors

Approved by BC Division Board per Motion #15-54
Policy approved: March 19, 2016

Position	Director
Commitment	Five hours per month (meetings, preparation, consultation) in addition to: <ul style="list-style-type: none">• Attending regular board meetings—approximately five all-day meetings (Saturdays) per year• Participation at Board development and training opportunities• Participation on Board committees
Term	Three years (elected) Up to three years appointed

Accountability:

- The Directors are accountable to its members
- The Directors are accountable to act within the limitations established by the BC Societies Act and by the Constitution and Bylaws of the Society
- The Directors are accountable for ensuring compliance related to charitable status

Authority:

- The Board operates under the laws and regulations of the Societies Act
- The Board operates as CMHA BC Division under a licensing agreement from CMHA National
- The Board operates under the Bylaws of the CMHA BC Division
- The Board ensures the Constitution of BC is consistent with the CMHA national objects

Responsibility:

- The Board of Directors is accountable for the organization's performance in respect to the Vision, Mission and Strategic Directions of the Association and for the stewardship of resources in progress towards realizing organizational impact
- The Board of Directors is responsible for adherence to the Nation-wide Strategic Plan
- The Board of Directors is responsible to ensure the Division is compliant with the obligations outlined in the CMHA National Licensing Agreement
- The Board of Directors is responsible for the effective governance of the organization consistent with its mission and objectives, performing its fiduciary responsibilities, and adherence to its core values
- The Board of Directors is responsible for ensuring the Association remains accredited
- The Board of Directors is responsible for ensuring it has processes that provide regular input on issues and opportunities impacting CMHA in BC
- Board members have no authority to act individually in the direction of staff and volunteers, or to act as spokesperson for the organization unless specifically given such authority by the Board
- The Board of Directors is responsible for ensuring communication to key stakeholders and the community in general

General Duties:

Each member of the Board of Directors is expected to:

- Prepare for meetings by reading agendas, minutes, reports and other documentation required to actively participate in meetings
- Work as a team member and support board decisions
- Review, clarify and amend the strategic ends statements and operational plans of the organization as necessary
- Develop, amend and approve bylaws and governing policies
- Monitor the performance of the organization
- Participate in or Chair one of the Board's committees (Finance and Audit, Personnel, Fundraising, Strategic Planning, Nominating), and write reports, as required. Board members may be required to take on an Executive role and serve on the Executive Committee
- Participate in hiring and releasing the CEO
- Participate in the evaluation of the CEO
- Understand and monitor the organization's financial affairs
- Report any potential conflicts of interest
- Maintain confidentiality
- Ensure the organization is complying with all legal and regulatory requirements
- Participate in the recruitment of new board members
- Keep up-to-date with issues and trends that affect the organization
- Seek out and participate in professional development experiences to help improve understanding of mental health and addictions issues and to develop skills to better meet board responsibilities

Fundraising Duties:

Each member of the Board of Directors is strongly encouraged to:

- Make a personal financial commitment to the Association at a level suitable to his/her personal circumstances; for Board Members on a fixed or limited income, no direct financial contribution is expected
- Assist in fundraising activities by:
 - Encouraging donations to the Association
 - Suggesting to Association staff the names of individuals who may be appropriate for participation in the Association fundraising programs, such as monthly giving, planned giving, annual giving and sponsorships for events such as the Bottom Line Conference
 - Opening doors for the Association for fundraising activities, including doors to foundations and employee trusts, individuals, and service and other clubs
 - Attending and encouraging attendance at Association public education and/or fundraising events including the Bottom Line Conference, Depression Screening and Education Day and Mental Health Week
 - Encouraging volunteer participation in Association fundraising projects

Qualifications:

Board members will:

- Be a qualified member of the society
- Be committed to CMHA's strategic plan
- Be committed to best practices in governance
- Be committed to ensuring a diversity of voices are considered in decision making
- Be knowledgeable of or interested in mental and behavioural health
- Be available and willing to fulfill board member duties
- Be open to learning
- Be able to work as a team
- Be able to support Association fundraising activities

Board members may be selected for and make their contribution because of unique skills or insights