

Board Member

Nature & Scope

This position is responsible for FGCA leadership, governance, monitoring, legal and fiduciary duties at the board level. All Directors must be members of the Association.

Duties & Responsibilities

- to take an interest in and promote the aims and objectives of the Association
- to chair or take an active role in one of the committees of the Association
- attend the Directors' meetings (typically first Monday evening of the month).

1) FGCA Ambassador

All board members are seen as community ambassadors who promote the good work of the FGCA.

- Learn and promote the mission, programs and activities of the Association
- Advocate for change that is consistent with the vision of the Association
- Cultivate and solicit partnerships and relationships with FGCA supporters
- Open doors to new opportunities in the community
- Provide leadership in increasing public understanding of the Association
- Support fundraising efforts and special events of the Association
- Share resources, talent and influence

2) Agency Functions and Governance

All board members share in the responsibility of providing oversight and monitoring of a variety of legal and fiduciary obligations for the FGCA. These responsibilities include:

- Ensure the financial integrity, stability and growth of the Association
- Supervise generally the affairs and business of the Association
- Oversee personnel and finances
- Undertake an evaluation of the Executive Director periodically
- Review and approve policies and their development
- Develop short/long-range plans to achieve the mission
- Conduct board member evaluations yearly to ensure effectiveness of board
- Serve as examples through personal financial commitments to the Association
- Setting the strategic priorities and goals of the Association periodically
- Define/redefine philosophy, mission and policies

Term of Office

The set term of office for an FGCA board member is two years, renewable by election at the annual general meeting. All Board members must be aware and comply with the BC Society Act (found online at:

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96433_01). Board members must also adhere to the BC Privacy Act (found online at: http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96373_01).

As a director of a registered charity board members are required to provide personal information to ensure maintain the organization in good standing. As well, our directors are required to submit to a criminal record check at no personal cost.

Additional Board Member Roles

1) Officers:

At the first meeting of the Directors, immediately after the Annual General Meeting, the Directors shall elect Officers of the Board from among the Directors. Current Officer positions on the FGCA board are President, Vice President, Treasurer and Secretary. The Immediate Past President or a designate of the Board shall chair the meeting until the election of the Officers is completed.

2) Committee Chairs:

It is an expectation that all directors will chair or take an active role in one or more committees of the Association. As committee chairs, these directors will ensure effective communication with both the general board and Executive Director. Chair responsibilities include calling the first committee meeting, responding to enquiries from potential committee members, ensuring reports of committee work are distributed to the board secretary for full board review and responding to questions regarding committee work at board meetings. As well, chairs should adhere to committee terms of references and bring forward revisions to terms of references as necessary for general board approval.

3) FGCA Representatives to External Bodies

The association may be asked to provide representation to external boards, ad hoc committees and community groups. Individual board members may offer to serve in these liaison and representative roles as their interest and the FGCA board interests deem appropriate. Examples of such representation include the Community Association Network (CAN), Victoria Needle Exchange Working group and City of Victoria Master Parks Plan. Board members must be named by the board of directors as representing the FGCA to serve as officially as a representative or liaison.

Availability and Time commitment

- ❖ Monthly Board meeting (2-3 hours) -11 per year-(no August meeting)
- ❖ Special Events -Pre-event -planning and promotion
 - Day of Event -participate as FGCA ambassador (3 x 4 hours)
- ❖ Meeting pre-reading and document preparations (2 hours per month)
- ❖ Attend and participate at Annual General Meeting (October)
- ❖ Attend and participate in monthly or seasonal committee meetings