

Fairfield Gonzales Community Association

Board Member Job Description

Nature & Scope

This position is responsible for FGCA leadership, governance, monitoring, legal and fiduciary duties at the board level.

Duties & Responsibilities

1. FGCA Ambassador

- Learn and promote the mission, programs and activities of the Association
- Advocate for change that is consistent with the mission of the Association
- Cultivate & solicit partnerships and relationships with FGCA supporters (ranging from donors to volunteers)
- 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. Meeting & Committees

- To chair or take an active role in one or more committees of the Association
- Ensure effective communication with Board and Executive Director
- Lead the promotion of the board and committees (ie: website updates)
- Conduct respectful and inclusive meetings
- Practice a consensus-based agenda model for board meetings

3. Monitoring & Evaluation

- Define/redefine philosophy, mission and policies
- Monitor programs vis-à-vis the Association's mission & vision
- Lead the promotion of Board & committees (ie: website updates)
- Develop a short/long-range plans to achieve the mission
- Oversee Executive Director and monitor finances
- Undertake an evaluation of the Executive Director periodically

4. Functions and Governance

- Review and approve policies and their development
- Conduct board member evaluations yearly to ensure effectiveness of board
- Ensure the financial integrity, stability and growth of the Association
- Serve as examples to prospects and donors through personal financial commitments to the Association
- Setting the strategic priorities and goals of the Association periodically

Term of Office

The set term of office for an FGCA board member is two years. At the end of this term period, the option to renew membership is available upon a vote by members. Starting in 2018, our bylaws set out a three term limit for Board members; after 6 consecutive years on the Board, a member must take at least one year off before re-applying. All Board members must be aware of and comply with the BC Societies Act (found online at:

http://www.bclaws.ca/civix/document/id/lc/statreg/15018_01

Board members must also adhere to the BC Privacy Act (found online at:

http://www.bclaws.ca/Recon/document/ID/freeside/00_96373_01

Attendance & Participation Requirements

The duties of a Director require the following commitments:

1. One committee meeting plus committee work: 2-10 hours per month
2. One Board meeting: 2-3 hours meeting time, 1-2 hours preparation time per month
3. Special Events: as needed, 2-4 hours, 2-3 times per year