

## **LIFESAVING SOCIETY Job Description**

**Position:** Director at Large

### **Authority and Responsibility**

The Board of Directors is the legal authority for the Royal Lifesaving Society Canada. As a member of the Board, a Board Member acts in a position of trust for the community, and is responsible for the effective operations of the organization.

### **Requirements**

Requirements of Board membership include:

1. Commitment to the work of the organization
2. Knowledge and skills in one or more areas of Board operations: policy, finance, program, personnel and advocacy.
3. Willingness to serve on committees
4. Attendance at monthly Board meetings
5. Attendance at meetings of assigned committees
6. Attendance at Annual General Meetings.
7. Support of special events.
8. Support of, and participation in, fund-raising events.
9. Financial support of the Lifesaving Society.

### **Term**

Board Members are elected by the membership at the Annual General Meeting. Board Members serve for a two-year term. Board Members may be released at the end of the elected term, by resigning, or according to the Lifesaving Society's by-laws.

### **General Duties**

A Board Member is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.

The Board Member will:

1. Approve where appropriate, policy; and other recommendations received from the Board, its standing committees and senior staff.
2. Monitor all Board policies

3. Review the bylaws and policy manual, and recommend bylaw changes to the membership
4. Review the Board's structure, approve changes, and prepared necessary bylaw amendments.
5. Participate in the development of the Lifesaving Society's organizational plan and annual review.
6. Approve the Lifesaving Society's budget.
7. Approve the hiring and release of the senior staff, including employment contract, based on recommendation of the Personnel Committee
8. Support and participate in evaluating the senior staff member(s).
9. Support and participate in fund raising activities.
10. Assist in developing and maintaining positive relations among the Board, committees, staff members and community to enhance the Lifesaving Society's mission.

### **Evaluation**

A Board Member's performance is evaluated annual based on the performance of assigned Board requirements and duties.

### **Review Date and Approval Date**

The Personnel Committee annually reviews the Board Member job description.

Recommended changes are presented to the Board.

Approval Date:

Review Date: