

## Position Description

### **DIRECTOR UNITED WAY CENTRAL AND NORTHERN VANCOUVER ISLAND**

#### **RESPONSIBILITIES AND DUTIES**

Directors, acting as the board, direct the operation and affairs of the society and the management, control and administration of its property. The directors are responsible for:

- ensuring effective strategic and annual planning, and actively participating with staff and assisting with implementing such plans where appropriate.
- determining, monitoring, evaluating and strengthening the society's programs and services,
- raising money by financial campaigns and the distribution of money,
- approving the annual budget, and monitoring expenditures.
- appointing the officers – president, vice presidents, secretary, and treasurer,
- appointing the Chief Operating Officer, fixing of the terms of employment, setting goals and evaluating performance,
- employing or engaging other staff, contractors, attorneys, investment advisors and other agents to fulfill the purposes of the society; paying persons hired; and, procuring, equipping and maintaining offices and other facilities.
- appointing new directors to fill vacancies created in mid-term, and orienting them to their responsibilities,
- acquiring and disposing of real property necessary for use and occupation by the society or for carrying on its charitable undertakings,
- establishing rules, regulations and policies relating to the efficient governance, management and operation of the Society,
- enhancing the society's public standing in the communities served and at all times acting in an ethical and forthright manner,
- serving as officers or on committees depending of skills, time and expertise.

## **QUALIFICATIONS**

- Prefer post secondary education at a college, technical school or university.
- Experience in the workforce or at a volunteer level.
- Demonstrated accomplishments in areas of or similar to the responsibilities and duties of board directors.
- Must be or become a member of the society.

## **PERSONAL CHARACTERISTICS**

- Collaborative in solving problems and working on committees.
- Reputation as ethical and forthright.
- Strong communicator – speaking and listening skills.
- Willing to take calculated risks to implement change.
- Able to envision the future needs of our communities and constituents.
- Skilled in finding practical solutions to sometimes complex problems.
- Eager, positive and outgoing.
- Have a strong bias for action.