



## **EDC BOARD DIRECTOR – JOB DESCRIPTION**

### **AUTHORITY/RESPONSIBILITY:**

The Board of Directors is the legal authority for the Economic Development Corporation of Wawa.

As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

### **QUALIFICATIONS/SKILLS:**

Knowledge and skills in one or more areas of Board governance is desirable: policy, finance, planning, programs, and/or personnel.

### **TERM:**

Directors are elected by the membership at the Annual General Meeting, normally held in April of each year. Directors serve for a two-year term. Directors may be re-elected for additional terms.

### **REQUIREMENTS:**

- Commitment to the work of the organization
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs, planning, and/or personnel
- Willingness to serve on at least one committee and actively participate
- Attendance at monthly Board meetings
- A time commitment of five hours per month, (includes Board preparation, meeting and committee meeting time)
- Attendance at Annual General Meeting
- Be informed of the services provided by the EDC of Wawa and publicly support them
- Prepare for and participate in the discussions and the deliberations of the Board
- Be aware, make conflict known prior to discussion and abstain from any conflict of interest

### **MAJOR DUTIES:**

- Governing the EDC of Wawa with the broad policies developed by the Board
- Establish overall long and short term goals, objectives and priorities for the EDC of Wawa in meeting the needs of the community
- Recommend policy to the Board
- Understand and abide by rules of confidentiality
- Promote EDC membership through community networking and attendance at events
- Being accountable to the funders, especially the Municipality of Wawa, for funds expended
- Monitors and evaluates the effectiveness of the organization through a regular review of programs and services
- Being accountable and seeking nominations for election to the Board when appropriate
- Prepare for and participate in the discussions and the deliberations of the Board
- To foster a positive working relationship with other Board members, and staff

- Be aware of and abstain from any conflict of interest

## **BOARD RESPONSIBILITIES AND PLANNING**

The board is responsible in five key areas:

1. **To establish the organization's mission, vision, and direction**
  - vision and values
  - mission and philosophy
  - strategic planning
  - programs and services
  - evaluation
2. **To ensure the financial health of the organization**
  - responsible for ensuring there are adequate financial resources for the work of the organization
3. **To ensure the organization has sufficient and appropriate human resources**
  - responsible for the working conditions in the organization
  - responsible for hiring, giving direction to and evaluating the senior staff person
  - responsible for ensuring the capability, suitability and vitality of its membership
  - responsible for ensuring the election of Director's from the membership
4. **To direct organizational operations**
  - responsible for ensuring that the organization and its directors are in compliance with its legal requirements
  - responsible for ensuring that the board works effectively
  - oversees organizational structure and administration
5. **To ensure effective community relations**
  - respond to changing needs/pressures in the community
  - find new ways to meet needs
  - use marketing and public relations

The Board will review the Job Description annually.