

Role:

Working with other members of the Britannia Board of Management, the position is responsible for setting agency policies, approving budgets, determining the goals of the organization, monitoring the use of physical and human resources, and negotiating with governmental bodies and community agencies in the funding, development and delivery of services to the community.

Responsibility:**1 Policy Administration**

- maintains the legal status of the agency
- ensures the agency's compliance with legal requirements in the conduct of agency business
- adopts by-laws and operates the agency within the by-laws
- adopts policies which determine the purposes, governing principles, functions, activities and courses of action of the agency
- assumes ultimate responsibility for the operation of the organization.

2 Evaluation

- evaluates and reviews the agency's operation and maintains standards of performance
- Monitors the activities of the agency and reviews committee and staff reports
- Confirms, modifies and rejects proposals
- Counsels and advises on plans of committees
- Investigates, considers, debates, discusses and decides issues.

3 Public and Community Relations

- gives sponsorship and prestige to the agency and inspires confidence in its services
- interprets the philosophy, goals and objectives of the agency to the community
- connects the services of the agency to other groups and organizations
- focuses on the betterment of the community as a whole.

4 Personnel

- selects, employs and evaluates the Executive Director
- approves policies which governs the administration of personnel
- participates in recruitment, selection and development of board members
- provides input on selection and development of other key positions.

5 Finance

- approves and monitors the finances of the agency
- creates a trustworthy financial climate for fulfilling the agency purpose
- ensures that sufficient funds are available for the agency to meet its goals and objectives
- authorizes and approves the annual audit
- monitors all expenditures and allocates resources in accordance with agency policies.

6 Your Qualifications:

- To show interest in the provision of community services.
- To show tact and the ability to work with others.
- To commit time and a willingness to serve the society and the community.
- To have knowledge of geographic areas of service and population groups served.
- To show skills and knowledge to support the Board of Management process.

7 Time Expectations:

- A one or two year term.
- To attend the Board of Management meetings which are held once a month requiring approximately three hours each.
- To attend ten Board of Management meetings and one Annual General Meeting per year.
- To attend committee meetings which are usually held once a month requiring approximately three hours.
- To attend special events such as Board orientation, Board training, conferences and planning sessions.