

## Board of Directors – Terms of Reference

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| <b>REPORTS TO/WORKS WITH:</b> | President/Executive Director   |
| <b>PURPOSE:</b>               | To guide the organization, in partnership with the Executive Director and senior staff, through the implementation of the organizational strategic plan.   |
| <b>ROLE/RESPONSIBILITIES:</b> | Attend monthly Board meeting<br>Participate on one other standing committee of the board<br>Attend agency events as possible   |
| <b>PERSONALITY PROFILE:</b>   | Team player, flexible, reliable, dependable, good understanding of Board governance, good business skills, excellent communication skills.   |
| <b>TRAINING REQUIREMENTS:</b> | Board or committee experience would be an asset, understanding of the Roberts Rules of Order, knowledge of charitable organizations, strategic planning skills.  |
| <b>TIME COMMITMENT:</b>       | 4-10 hours per month   |
| <b>LOCATION:</b>              | 39 Wellington Avenue East, Oshawa  |
| <b>SUPPORTS FOR SUCCESS:</b>  | Initial orientation & Board Orientation Manual<br>Board orientation visits<br>Buddy shadowing provided until you are comfortable with your role<br>Ongoing training sessions   |
| <b>BENEFITS:</b>              | To assist in bringing new opportunities and experiences to individuals with a developmental disability and the fulfillment of knowing that you are making a difference in someone's life! Exposure to the charitable and governance model, which can be applied into future professional goals. Gain leadership, planning, strategic, and facilitation skills. |