



The talent will take you there.

Board Role Descriptions

Strong organizations begin with effective governance, management and planning.

Through cutting edge learning opportunities and resources for not-for-profit leaders, we work with you to attract and engage unlimited talent by building personalized structures and cultures that value people.

This toolkit outlines role descriptions for attracting and developing your board members. Great boards don't just happen. First, the right people are recruited and oriented. Then they are provided with the opportunity and support to do great things.

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TOOL

Board Member – Sample Position Description

Link to Mission:

We inspire and build leadership in the voluntary sector. Members of the board continually inspire others to contribute their talent to the community. They also are leaders in volunteerism in the community.

Position: Member of the Board

Responsible to: Board of Directors (Chair)

Responsibilities

- Commit to the mission and work of Vantage Point.
- Serve as knowledge centre in the areas of board governance, the not-for-profit sector, finance, human resources, information technology, advocacy, or fund development.
- Serve on a task force or committee.
- Attend monthly board meetings.
- Support of special events.
- Promote the organization in the community

Skills

- Ability to work as part of a team
- Visionary
- Planning Ability
- Strong Communicator
- Knowledge of Vantage Point
- Active Volunteer
- Self-Aware
- Knowledge of Board Governance
- Connected in Community
- Ability to Analyze and Take Risks
- Long Term Commitment to Vantage Point

Time Commitment: 5 hours per month for 2 years for Board responsibilities. Additional time may be required for other volunteer roles taken on during term of Board service.

Evaluation: Self and by the Board, annually.

TOOL

Board Chair – Sample Position Description

Link to Mission

We inspire and build leadership in the voluntary sector. The Chair continually works to ensure a full understanding of volunteering and its importance in building individuals and building community.

Position: Chair

Responsible to: Board of Directors (Membership)

Responsibilities

- Provides leadership to the Board.
- Liaises with Vice-Chair.
- Takes responsibility, along with the ED, for the overall resource plan of the organization.
- Is an active relationship builder.
- Represents Vantage Point at external events.
- Promotes the organization in the community.
- Ensures there is a process of evaluation for Board members and the board as a whole.

Leadership Skills & Attributes

- Visionary
- Planning Ability
- Strong Communicator
- Knowledge of Vantage Point
- Active Volunteer
- Good Facilitator
- Self-Aware
- Knowledge of Board Governance
- Networking Ability
- Connected in Community
- Understands Evaluation
- Ability to Conduct a Meeting
- Ability to Analyze and Take Risks
- Long Term Commitment to Vantage Point

Time Commitment: 10-25 hours per month for 2 years.

Evaluation: Self and by the Board annually.

TOOL

Board Vice-Chair – Sample Position Description

Link to Mission

We inspire and build leadership in the voluntary sector. The Vice-Chair continually inspires people to volunteer. Working with the Chair, the Vice-Chair ensures that the future direction and programs of VP inspire and build leadership in the voluntary sector.

Position: Vice-Chair

Responsible to; Board of Directors (Chair)

Responsibilities

- Will assume the role of Chair at the completion of the Chair's term.
- Chairs board meetings in the absence of the Chair
- Meets regularly with Chair to discuss work of the Board, gaining knowledge to assume the role of Chair
- Along with ED recruits new members of the Board
- Promotes the organization in the community

Skills

- Visionary
- Planning Ability
- Strong Communicator
- Knowledge of Vantage Point
- Active Volunteer
- Good Facilitator
- Self-Aware
- Knowledge of Board Governance
- Networking Ability
- Connected in Community
- Understands Evaluation
- Ability to Conduct a Meeting
- Ability to Analyze and Take Risks
- Long Term Commitment to Vantage Point

Time Commitment: 5-15 hours per month for 2 years.

Evaluation: Self and by the Board annually.

TOOL

Board Treasurer – Sample Position Description

Link to Mission

We inspire and build leadership in the voluntary sector. The treasurer ensures financial accountability of the organization to guarantee fiscal responsibility – a large part of leadership in the sector. It also means we will always be available to continue delivering our mission.

Position: Treasurer of the Board

Responsible to: Board of Directors (Chair)

Responsibilities

- Committed to the work of Vantage Point
- Gives quarterly reports to the Board on the financial state of the organization
- Part of the financial sustainability committee
- Acts as a signing officer of the Board
- Ensures current and acceptable financial practices are in place in the organization
- Meets annually with the auditor to finalize the financial statements of the organization.
- Speaks for the budget in partnership with the Executive Director

Skills

- Current knowledge of accounting practices
- Accounting designation
- Visionary
- Planning Ability
- Strong Communicator
- Knowledge of Vantage Point
- Active Volunteer
- Self-Aware
- Knowledge of Board Governance
- Connected in Community
- Ability to Analyze and Take Risks
- Long Term Commitment to Vantage Point

Time Commitment: 5-10 hours per month for 2 years.

Evaluation: Self and by the Board annually.

TOOL

Board Secretary – Sample Position Description

Link to Mission

We inspire and build leadership in the voluntary sector. The secretary keeps record of the work of the Board to ensure decisions made are available. That enables ongoing mission delivery and clarity on where we have been to ensure we are going in the right direction.

Position: Secretary of the Board

Responsible to: Board of Directors (Chair)

Responsibilities

- Committed to the work of Vantage Point
- Keeps copies of Vantage Point’s bylaws and policy statements
- Brings official minute book to meetings
- Keeps record of Board attendance
- Records minutes of the meeting
- Ensures copies of minutes of both Board and Committee meetings are kept
- Ensures minutes of meeting are distributed promptly after meetings

Skills

- Ability to synthesize and determine focus
- Organizational ability
- Visionary
- Planning Ability
- Strong Communicator
- Knowledge of Vantage Point
- Active Volunteer
- Self-Aware
- Knowledge of Board Governance
- Connected in Community
- Ability to Analyze and Take Risks
- Long Term Commitment to Vantage Point

Time Commitment: 5-10 hours per month for 2 years.

Evaluation: Self and by the Board annually.

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