

A Safe Place

Support and Resources for Domestic Abuse

Position

Board of Directors - Volunteer

Summary – General Duties and Expectations

Directors act on behalf of Strathcona Shelter Society through Board motions, Articles of Association, policies and guidelines. Through your position you will not try to exercise individual authority over staff or parts of the organization. You will be part of a board that speaks with one voice in its dealings with the organization and the public.

Job Duties

Directors are expected to:

- Uphold the interest of the organization and its membership. And act in good faith and in the interests of the organization.
- Be committed to the value of the organization, and to the vision and mission statement and the objects of the Society and A Safe Place,
- Be fully informed of the Articles of Association, Board Policies, and the Strategic Plan.
- Be fully informed of organizational issues that affect all policy areas.
- Seek to maintain a high level of awareness of societal issues that pertain to the mission and vision and objects of the association,
- Be fully informed on all financial matters affecting the Board or SSS operations. Review, evaluate and approve the annual budget and audit,
- Attend all Board meetings. Prepare and contribute to discussion at Board meetings. Regular Board meetings are currently held once monthly, the last Monday evening of each month. Typically Board members can be expected to spend 4 – 6 hours on SSS business.
- Actively undertake added duties or tasks, and participate in any Board committees or working groups you have been assigned or agreed to be on.
- Attend the Annual General Meeting which is generally held annually in the month of June
- Support special events of the organization.
- Encourage a friendly relationship with Board members, staff and volunteers. The Board has one employee (the Executive Director) with the Board President handling formal communications with that employee.
- When interacting with Board members, staff, clients or other organizations involved with SSS / A Safe Place, behaviour should reflect the principles of fair play, ethics, transparency, and straightforward communications.

Work Conditions

- Working primarily virtually, however some in person duties may be required.