

Board Member Job Description



Expectations of the Board as a Whole

The mission of Volunteer Manitoba is to promote and recognize volunteerism across the province, connect Manitobans, and build capacity to meet community needs.

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

- Determining the mission and purposes of the organization
- Selecting and evaluating the performance of the Executive Director
- Strategic and organizational planning
- Ensuring strong fiduciary oversight and financial management
- Fundraising and resource development
- Approving and monitoring Volunteer Manitoba's programs and services
- Enhancing Volunteer Manitoba's public image
- Assessing its own performance as the governing body of Volunteer Manitoba
- Advocating for Volunteer Manitoba, its mission and programs, within your networks to a wider audience

Expectations of Individual Board Members

Each individual board member is expected to:

- Prepare for and participate in board meetings
- Participate in the development of a strategic plan to help guide future decisions
- Abide by the by-laws, code of conduct and other policies that apply to the Board
- Participate in the approval of the annual budget and monitor the financial performance of Volunteer Manitoba in relation to it
- Help establish, review, and monitor operational policies
- Participate in the hiring, evaluation and if required, the releasing of, the Executive Director
- Identify prospective board members
- Participate in the evaluation of the board itself (annual board evaluation)
- Contribute to the work of the board as a member of a board committee
- Listen to others' views, advocate their own, identify common interests and alternatives, and be open to compromise
- Support governance decision once made
- Be an ambassador for Volunteer Manitoba in the wider community
- Keep informed about community issues relevant to the work of Volunteer Manitoba

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Qualifications

The following are considered key job qualifications:

- Commitment to the mission of the organization.
- Has vision but is flexible to the possibilities of change.
- Able to strengthen the organization because of the expertise they bring from their business or professional background.
- Adds diversity to ensure the board reflects the community that Volunteer Manitoba represents
- Informed, available, and engaged; willing to attend meetings and represent the organization or its interests at community events; willing to help bring in necessary resources.
- Is a conscientious steward who is as interested in the business of developing the organization and monitoring its health as they are in promoting its programs.
- Experience as a volunteer with an understanding of the value of volunteers.

Please click to apply:

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