



## Board Members – Position Description

### Overall Responsibilities

To endorse the mission, objectives and goals of the organization, monitor its operations, participate in the development of fundraising, and other policies and programs and assist in maintaining the fiscal responsibilities of the Organization.

### General Responsibilities

- Informed and timely attendance at Board meetings
- Prepare in advance for Board meetings
- Maintain the dignity and integrity of the organization by respecting confidentiality of meetings
- Respect and consider ideas and opinions of Board colleagues and strive to achieve consensus
- Suggest/recommend items for consideration and discussion by the Board and/or committees
- Be available for telephone and email consultations
- Provide timely response to phone and email messages
- Undertake leadership positions and special assignments as requested
- Accept and participate in Committee activities as necessary
- Support and participate in fundraising activities
- Help recruit new Board, and other committee members who can make a significant contribution to the growth and development of the Organization
- Carry out accepted responsibilities promptly and reliably
- Represent the organization in the community with pride and conviction
- Speak on behalf of the Board when authorized to do so
- Enjoy the challenge and fun of helping the organization grow and develop

### Financial Responsibilities

- Make personal donations to the Organization as individual resources permit
- Read, question and understand the financial statements of the organization to help the Board fulfill its financial responsibilities
- Participate with other Board members to insure fiscal responsibility and accountability

### Legal Responsibilities

As per the organization's By-Laws.

### Remuneration

Compensation, direct or indirect, will not be given for service on the organization's Board of Directors.

### Application

Interested candidates should submit a resume and cover letter by email:

[q.kallushi@gtpo.ca](mailto:q.kallushi@gtpo.ca)