



Inclusive Communities ~ Innovative Leaders

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**Board Role/Job Descriptions**

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### **Board of Directors Job Description**

**Position:** Member of the Board of Directors

**Responsible to:** Board of Directors (Chair)

**Mission:**

**“Empowering people with developmental disabilities.”**

**Responsibilities:**

- Articulate, safeguard and commit to the mission, vision and work of LCDS.
- Represent ownership of the agency with legal and fiduciary responsibility for organization oversight. Ensuring all legal and fiduciary responsibilities are met.
- Responsible for organizational oversight, agency governance, accountability and performance management.
- Attend and participate in monthly board meetings. Review agenda and supporting materials prior to board and committee meetings. Being prepared and informed for prior to all meetings.
- Support of agency special events, fundraising endeavors and meetings with funders.
- Promote and act as an ambassador for LCDS in the community.
- Recruits and/or recommends new board members to the ‘Nominating Committee’.
- Work with Executive Director and Senior Leadership to develop and implement a strategic plan. Defining and reviewing outcomes, evaluating impact, and regularly measuring its performance and effectiveness.
- Approve LCDS annual budget, audit reports, and material business decisions.
- Contribute to an annual performance evaluation of the Executive Director
- Serve on Board and/or external committees and taking on special assignments as required/needed.

**Skills that will be an asset:**

- Ability to work as part of a team
- Computer and internet access. Knowledge of Microsoft Office 365, email and SharePoint is preferred.
- Visionary/strong communicator
- Knowledge of LCDS, not-for-profit funding/sector (Ministry of Children, Community & Social Services (MCCSS))
- Knowledge of developmental services, health/medical, finance, human resources, advocacy, fund development and/or law is an asset.
- Active and engaged volunteer
- Self-Aware
- Interest and knowledge of board governance & strategic planning
- Connected in the community



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- Ability to analyze and assess risk

### **Time Commitment:**

- Successful candidates commit to one three-year term (3) with up to a maximum of three three-year terms to be served.
- Attend at minimum one meeting per month minimum (2-3 hours/month) excluding July and August.
- Participate on a LCDS Board Committee (4-8 hours/year)
- Promote and attend agency events and fundraising endeavors when able (up to 10 hours per year).

### **Evaluation:**

- Board self-evaluations are completed annually.



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## **Board President Job Description**

**Position:** Board President  
**Responsible to:** Board of Directors (Membership)

**Mission:**  
“Empowering people with developmental disabilities.”

### **Responsibilities (in addition to the role of Board Member):**

- Provides leadership to the Board. Serves as Chair for all Board Meetings.
- Ensures agenda for meetings are prepared and provided to all Board Members.
- Liaises with Vice-Chair regularly and as needed.
- Liaises with Executive Director regularly and as needed.
- Takes responsibility, along with the ED, for the overall strategic plan of the organization.
- Chairs ‘Nominating Committee’
- Represents LCDS at external events and fundraising events when able.
- Promotes the organization in the community.
- Ensures there is a process of evaluation for Board members, the board as a whole and the Executive Director
- Acts as a signing officer of the Board

### **Leadership Skills & Assets:**

- Knowledge of not-for-profit funding – Ministry of Children, Community & Social Services (MCCSS)
- Visionary
- Strategic planning and board governance knowledge
- Strong and effective communicator
- Knowledge of and commitment to LCDS
- Good facilitator/self-aware
- Networking ability/connected in community
- Ability to conduct a meeting
- Ability to analyze and assess risk

### **Time Commitment:**

- Ten to fifteen (10-15) hours per month for a three-year (3) term. One three-year (3) term with up to a maximum of three three-year terms can be served.

### **Evaluation:**

- Board self-evaluations are completed annually.



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## **Board Vice-President Job Description**

**Position:** Board Vice-President  
**Responsible to:** Board of Directors (Chair)

**Mission:**  
“Empowering people with developmental disabilities.”

### **Responsibilities (in addition to the role of Board Member):**

- Will assume the role of President at the completion of the Presidents’ term.
- Chairs board meetings in the absence of the President.
- Meets with President to discuss work of the Board as needed, gaining knowledge to assume the role of President.
- Recruits and/or recommends new members to the ‘Nominating Committee’
- Promotes the organization in the community
- Acts as a signing officer of the Board

### **Leadership Skills & Assets:**

- Visionary
- Strategic planning and board governance knowledge
- Strong and effective communicator
- Knowledge of and commitment to LCDS
- Active and engaged volunteer
- Good facilitator/self-aware
- Networking ability/connected in community
- Ability to conduct a meeting
- Ability to analyze and assess risk

### **Time Commitment:**

- Five to ten (5-10) hours per month for a three-year (3) term. One three-year (3) term with up to a maximum of three three-year terms can be served.

### **Evaluation:**

- Board self-evaluations are completed annually.



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## **Board Treasurer Job Description**

**Position:** Board Treasurer  
**Responsible to:** Board of Directors (Chair)

**Mission:**  
“Empowering people with developmental disabilities.”

### **Responsibilities (in addition to the role of Board Member):**

- Works with Director of Finance to ensure all financial reports to the Board are completed and provided prior to each Board Meeting.
- Acts as a signing officer of the Board.
- Works with the Executive Director and Director of Finance to ensure current and acceptable financial practices are in place in the organization.
- Reviews audited reports with Director of Finance as needed in order to finalize the financial statements of the organization.
- Presents budget information in partnership with the Director of Finance at the Annual General Meeting.

### **Leadership Skills & Assets:**

- Current knowledge of accounting practices, reading budgets
- Visionary
- Planning Ability
- Knowledge of not-for-profit sector
- Knowledge of board governance & strategic planning process

### **Time Commitment:**

- Five to ten (5-10) hours per month for a three-year (3) term. One three-year (3) term with up to a maximum of three three-year terms can be served.

### **Evaluation:**

- Board self-evaluations are completed annually.



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### **Board Secretary Job Description**

**Position:** Board Secretary  
**Responsible to:** Board of Directors (Chair)

**Mission:**  
“Empowering people with developmental disabilities.”

#### **Responsibilities (in addition to the role of Board Member):**

- Works with Executive Director and Administrative Supports to keep copies of LCDS bylaws, policy statements and meeting minutes.
- Ensures Board Meeting minutes are documented and kept on file.
- Ensures a record of Board attendance is included in all Board Meeting minutes.
- Ensures minutes of the Board Meetings are recorded.
- Works with the Executive Director and Administrative Supports to ensure minutes of previous meetings are included in upcoming Board Meeting packages for review by all Board Member in advance of the next Board Meeting.
- Acts as a signing officer of the Board.

#### **Skills:**

- Organization
- Planning ability
- Strong/effective communicator

#### **Time Commitment:**

- Five to ten (5-10) hours per month for a three-year (3) term. One three-year (3) term with up to a maximum of three three-year terms can be served.

#### **Evaluation:**

- Board self-evaluations are completed annually.