

## Role Description

**Position:** Director, Board of Directors

**Time commitment:** Five hours per month for meetings and preparation.

**Meetings:** Up to 15 meetings per year including: five to seven Board teleconferences per year, up to three in-person meetings per year and participation on one Board committee meeting up to five times per year. All meetings are in English.

**Location:** Directors can be located anywhere in Canada with travel to meetings or events up to three times per year.

**Term:** Two years with opportunity for renewal up to three times for a maximum 6 years.

**Authority:** Individual board members have no authority to approve actions by the organization, to direct staff, or to speak on behalf for the organization unless given such authority by the board.

### Role of the Board of Directors:

The role of the Board is to lead the organization toward its desired outcomes. The Board's specific contributions are unique to its stewardship role and necessary for proper governance and management. These include:

- appoint and if necessary, replace the President & CEO;
- approve the annual goals and objectives of CAEH and regularly monitor the progress being made in accomplishing these annual goals and objectives;
- take an active role in advocating for the [mission, vision and values](#) of the CAEH;
- approve the annual budget of the CAEH;
- review the quarterly financial statements and approve the audited annual financial statements;
- empower/encourage the President & CEO and hold him/her accountable for following established policies and guidelines, and attaining CAEH's annual goals and objectives;
- maintain financial solvency, organizational integrity and energetic leadership;
- ensure the organization meets all legal, regulatory and funder requirements;
- reflect on, evaluate and constantly improve itself as the governing body;
- review/approve/modify all ongoing policies and ensure they are properly contained in the CAEH Board Policy Manual; and,
- work with the President & CEO in formulating strategy.

**Duties and Expectations of Directors:**

- be committed to the mission of the Canadian Alliance to End Homelessness and adhere to and model the values of the organization;
- maintain high ethical standards and integrity in their personal and professional dealings;
- abide by the by-laws and other policies that apply to the board;
- provide wise and thoughtful counsel to the Board and management on a broad range of issues;
- act upon and remain accountable for boardroom decisions;
- become knowledgeable about homelessness and the work of the organization in order to understand and question the assumptions upon which the plans and budgets are based;
- help the board to monitor the performance of the organization in relation to its mission, objectives, values and reputation;
- keep Board discussions and internal organizational material confidential and ensure legislated and regulatory privacy as requirements are met; and,
- be available as a resource to management and the Board.

Individual directors are also expected to:

- prepare for each Board and committee meeting;
- attend up to three face-to-face meetings and five to seven Board teleconferences per year;
- participate on at least one Board committee and become knowledgeable about the duties, purpose and goals of each committee;
- participate fully and frankly in Board deliberations and discussions;
- take an active external role in advocating for the mission & vision of the organization
- listen to others' views, advocate their own, identify common interests and alternatives, and be open to compromise;
- be willing to raise tough questions in a manner that encourages open discussion;
- establish an effective, independent and respected presence on the Board and a collegial relationship with other directors;
- focus inquiries on issues related to strategy, policy and results rather than day to day issues of management; and,
- think, speak and act independently.

## **Qualifications**

The following are considered key job qualifications:

- a willingness to learn about homelessness in Canada;
- a commitment to the mission and values of the CAEH;
- a degree of financial literacy (an ability to understand financial statements);
- a commitment of up to five hours per month; and,
- an openness to learning.

Bilingualism is an asset but not required. All meetings will be conducted in English.

## **Equity, Diversity and Inclusion**

The CAEH is committed to equity, diversity and inclusion and we seek to model this on our Board of Directors. We welcome applications from people with lived experience of homelessness, people of colour, marginalized groups and individuals, and those of diverse sexual orientations and gender identities.

The Board of Directors of the CAEH has made a commitment to gender parity which will be a factor in the selection process.

## **Reconciliation**

Following on the Calls to Action of the Truth and Reconciliation Commission and the Calls to Justice of the National Inquiry into Missing and Murdered Indigenous Women and Girls, the Alliance has made a commitment to Reconciliation and decolonization.

*To guide our work on Reconciliation and decolonization, the Board of Directors is specifically interested in recruiting new Indigenous directors to join our Board.*

## **Criminal Record and Vulnerable Sector Check**

All directors are expected to complete a police criminal record and vulnerable sector check. A criminal record will not necessarily disqualify a person from serving on the Board of Directors.