



ROLES AND RESPONSIBILITIES OF BOARD MEMBERS

I, _____ acknowledge that as a member of the Board of Directors of the Vancouver Island Crisis Society, I have a legal and moral responsibility to abide by the Constitution, Bylaws and Policies of the Society.

As a Board member, I will:

- Listen carefully to my fellow board members and respect their opinions
- Respect and support the majority decisions of the board
- Recognize that all authority is vested in the board when it meets in legal session and not in individual board members
- Call to the attention of the board any issues I believe could have an adverse effect on the Society or our members
- Participate actively in community and special events
- Declare any conflicts of interest between my personal life and my position with the board and excuse myself from discussions and votes where I have a conflict of interest
- Represent the Vancouver Island Crisis Society in a professional manner

As a Board member, I will not:

- Speak disparagingly, in or out of board meetings, of fellow board members, the Executive Director or their opinions
- Use the agency or any part of the organization for my personal advantage or the personal advantage of my friends or relatives
- Discuss the confidential proceedings of the board outside the board meeting, or interfere with the functioning or authority of the Executive Director

ATTENDANCE AT MEETINGS

Each Board member is expected to be **punctual** and attend at least **75%** of Board meetings, committee meetings and special events.

I acknowledge that Board meetings are currently held the fourth Thursday of each month **5:30 pm** to approximately **7:00 pm** at the Society's office in Nanaimo (and may be changed as agreed upon by the majority of the board members).

Board members are required to inform the Board Secretary and/or Executive Director of their attendance at Board meetings no later than the Tuesday prior to the Board meeting in order to ensure a quorum is met.

All Board members are required to attend the Annual General Meeting.

COMMITTEE WORK

All committees must be chaired by a Board member. Board members are expected to contribute to the work of the Society's committees. Committees will meet on an as-needed basis or at the discretion of the chair of the committee. Committee work is carried out between Board meetings.

The Executive, or appointed staff, and Board President are ex-officio of all committees. All committees must have a minimum of 3 people (including the chair). Notes must be taken at all Committee meetings and a written or verbal report given to the Board and the Executive Director at subsequent Board meetings.

DEDICATION

Board members are expected to have a working knowledge and an appreciation of the mission, vision, and goals of the Vancouver Island Crisis Society, and to keep up to date on the work of the Society locally, provincially and nationally.

ADVOCACY AND GOVERNANCE

Board members should demonstrate a positive attitude and act as spokespersons for the community. Board members should actively participate in all policy-making decisions and initiate discussion when it is believed that an issue should be addressed.

RECRUITMENT

It is every Board member's responsibility to actively recruit new board members, volunteers and financial and gift-in-kind donors for the Vancouver Island Crisis Society.

PUBLIC RELATIONS and FUNDRAISING

Board members are encouraged to represent the organization's work and values to the community.

MEMBERSHIP

All Board members must be members in good standing.

Signature

Date