Job Description Template - Volunteer Board Member

# About the organization:

Provide a detailed description of your community sport organization, including its mission, mandate, and values. Explain the board governance model adopted by the organization- Policy, Competency, Advisory etc. Explain the role and functions of the volunteer Board of Directors, its responsibilities, and its impact on the success of the sport organization.

# About the role:

**Position:** The (insert organization name here) is seeking a qualified individual to serve as a (job title, ex. Treasurer, secretary) on the organization’s volunteer board of directors.

**Term:** Provide a timeline for the board member’s term on the board (for example, 2 years, May 2024-April 2026)

**Description of specific role:** Describe the specific responsibilities of the board member you are hiring; while also providing a list of responsibilities that all board members should hold in your sport organization, Examples of overall responsibilities include:

* Supporting the organization’s Executive Director in the creation and execution of strategic plans and the operation of the organization
* Attendance at board meetings (in-person or remotely)
* Reviewing meeting agendas and supporting materials in advance of meetings
* Reviewing and approving budgets and other financial reports
* Representing the organization to any current and potential organizational stakeholders

**Required skills, knowledge, and experience:** Provide a list of qualifications required for the specific role on the board of directors. For example, if recruiting for a treasurer, your organization would be seeking an individual with experience overseeing the preparation of budgets and other financial activities, in a paid or volunteer setting.

**Time commitment:** This should describe the frequency of board meetings, requirement for attendance at your organization’s AGM, any other important dates where board participation is required.

**Eligibility:** It will be stated in your bylaws. In Canada, the eligibility requirements state that any individual, who is eighteen (18) years of age or older, who is a resident of Canada as defined in the Income Tax Act, who has the power under law to contract, who has not been declared incapable by a court in Canada or in another country, and who does not have the status of bankrupt, may be nominated for election as a Director.

**How to apply:** Request a current resume and a statement of interest in the board of directors’ position be sent to the organization’s Executive Director or Board Chair via email. Provide a clear application deadline date and time.

**Outline your organization’s commitment to an inclusive environment:** All qualified applicants will receive consideration without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

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