



CHILLIWACK RESTORATIVE JUSTICE AND YOUTH ADVOCACY ASSOCIATION

ROLES AND RESPONSIBILITIES OF BOARD MEMBERS

Election of Directors

- At each Annual General Meeting, the members shall elect Directors to hold office until the next Annual General Meeting
- The Board of Directors is also allowed to elect new Members of the Board of Directors who will serve until the next Annual General Meeting

Composition and Qualifications of the Board of Directors

Members of the Board should be chosen from areas that are important to the Association (e.g. RCMP, School Board, Youth Organizations, etc.).

Members of the Board should reside, work or have a personal interest in the community served by the Chilliwack Restorative Action & Youth Advocacy Association.

Members should have an interest in the rehabilitation of offenders, crime prevention and/or other aspects of the Criminal Justice System.

Members must have sufficient time for Board and Committee duties, such as attendance at approximately 12 Board meetings per year (1.5 hours each), plus 12 Committee meetings (1.5 hours each) and at least 3 events (duration approximately 3 hours per event), e.g., the Annual General Meeting, Board Training and Volunteer Appreciation.

Personal qualities would include the ability to:

- Put forward ideas while respecting the views of others
- Analyze proposals put forward by management, committees, etc., clearly and critically
- Probe proposals assertively, knowledgably and purposefully
- Communicate ideas clearly
- Understand the fundamental and strategic needs of the organization in the current environment
- Participate constructively in discussion
- Act with the best interests of the Association in mind
- Understand the balance between the Board's role and that of management
- Participate in board meetings, committee meetings, events, negotiations, fundraising, financial planning and other participatory activities of the Association

- Provide a wide range of personal contacts from which to solicit support

Responsibilities and Duties of the Board of Directors

- Determine the Association's mission and purposes
- Select the staff through an established process
- Provide ongoing support and guidance for the Executive Director; review his/her performance
- Ensure effective planning for the Association
- Ensure adequate resources
- Manage resources effectively
- Determine and monitor the Association's programs and services
- Enhance the Association's public image
- Provide continuity for the Association
- Serve as an advocate for the Association
- Select and appoint an Executive Director
- Govern the Association by broad policies and objectives
- Account to the public for the programs and services of the Association and expenditure of its funds

Basic Job Description for Members of the Board of Directors

- Regularly attend Board meetings and important related functions, and report anticipated absences in advance to the Chair of the Board or Committee with a copy to the Secretary
 - Make a serious commitment to participate actively in committee work
 - Volunteer for and willingly accept assignments and complete them thoroughly and on time
 - Stay informed about committee matters, prepare well for meetings, and review and comment on minutes and reports
 - Get to know other Board members and build a collegial working relationship that contributes to consensus
 - Be an active participant in the Board's evaluation and planning efforts
 - Participate in fundraising for the Association
- Orientation of New Board Members:**
- New Members will receive a written package containing the names and contact information on the other Board Members, a list of committees and their functions, a description of the work of the Association, budget, and any other information that would help you as a new Member of the Board to contribute effectively to the organization
 - Yearly training sessions will be held