



Volunteer Board of Directors Member Job Description

Action Read Community Literacy Centre is an incorporated non-profit, community-based organization dedicated to improving the literacy and numeracy skills of Guelph adults and families. The Board creates and oversees the policies, budgets and plans that allow the organization to carry out its work.

Action Read is an accessible space. Board Members represent a wide cross-section of learner, volunteer and community members. Action Read board members work closely together in positions of trust and respect.

Requirements:

- Commitment to Action Read's work
- Willingness to help out when there is a need or to serve on committees
- Regular attendance at regular meetings
- Support of fundraising and community events

Responsibilities:

- Promote Action Read in the community through positive public relations
- Develop the mission, strategic and public relations plans
- Ensure that Action Read follows excellent financial policies and procedures.
- Approve and monitor annual budgets and a fundraising strategy
- Develop policies, and review and approve recommendations of the board committees
- Hire and perform regular performance reviews of the executive director
- Attend meetings and be ready to participate
- Use consensus-based decision making processes. Communicate positively, listen to others and give ideas. Use plain language in writing and speaking
- Evaluate that Action Read is meeting its goals
- Ensure that the board continues to thrive
- Specific roles (Chair, Vice-chair, Treasurer, Board Liaison, Secretary and Signors) have additional responsibilities
- Behave lawfully and ethically at all times. Act in the best interests of the organization. Uphold Action Read values, by-laws and policies, as laid out in organizational documents

Time Commitment:

A commitment of 2 years is required to serve on the Board of Directors, with the





option to serve a 3rd year. Approximate monthly time commitment is 4-8 hours, depending on the role.

Qualifications:

- 19 years of age or older
- Willing to undergo the Action Read application and volunteer screening processes, including a Level 3 police records check
- Willing to work with a wide range of individuals including volunteers, community members and learners
- Very good teamwork, verbal communication and reasoning skills
- Willing to bring personal skills, experience and knowledge to the organization
- Open to learning new skills and ideas

Benefits:

- An opportunity to be part of a dedicated team that is engaged in interesting, meaningful work
- Development of problem-solving, communication, team-work and leadership skills
- Improved understanding of how a non-profit business operates
- Development of employment skills, which members can proudly promote
- Build personal and professional networks

Challenges:

- Serving on a board is a big commitment, requiring active engagement and participation
- Working closely with individuals possessing diverse skill, resource and experience levels can at times be challenging but is deeply rewarding

Evaluation:

- Set vision and goals at the Board orientation session
- Reflect on board performance once per year, or as desired
- Members may ask for feedback on their performance from the board chair at any time

Review Process: The Board will review this job description every other year.

Approval Date: June 14, 2017

Next Review Date: June 2019

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