

PORT COQUITLAM COMMUNITY FOUNDATION

Board Member Position Description

Non-profit boards have three primary responsibilities: setting direction, ensuring adequate resources, and providing oversight. The board governs the community foundation according to the bylaws and policies in place.

Board members uphold the foundation's values and support the foundation in every way they can.

RESPONSIBILITIES

Board members are encouraged to attend all meetings, and to prepare by reading the board material sent in advance. Board members are expected to participate in discussions and decision-making. Board members are also expected to actively serve on committees as assigned or selected. In advance of the meeting, unavoidable absences may be reported to the Chair or Executive Director. Board members are expected to participate in an annual board self-evaluation and assessment.

Specific board roles have specific responsibilities. These include Chair, Treasurer and Secretary.

COMMITMENT

Every Director shall unreservedly subscribe to and support the purpose of the Foundation.

Board members will inform themselves of and understand the foundation's vision, mission, financial status, granting as well as other goals and objectives. It is expected board members will be current on related issues in our community and in the area of philanthropy.

MEETINGS

Meetings of the board are held monthly. The schedule of meetings will be provided prior to the start of the appropriate calendar year.

Subcommittees/Working Groups and Ad-hoc meetings are scheduled as the chair of the specialty group deems appropriate. Members of specialty groups are encouraged to attend all meetings.

COMMITTEES

Committees are governed by the bylaws of the Foundation as well as by their Terms of Reference.

Committees of the board are, but not limited to:

Advisory Committee

Grant Committee

Investment Committee

TERM

Directors may be appointed or elected. The Annual election of board members occurs at the Annual General Meeting held in June each year. The term of office shall normally be three years. Elected Directors may serve for a total of six consecutive years. The Foundation's bylaws have additional provisions for appointed and elected Directors.

Directors shall not receive any remuneration for their services to the Foundation.