



## Board of Directors: Roles and Responsibilities

### Position

Director-at-Large, Legal Professional

### Authority and Responsibility

The Board of Directors is the legal authority for iSisters Technology Mentoring (iSisters). As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization. A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.

### Requirements

Requirements for Board membership include:

- Personal commitment to, and belief in, the purpose of iSisters, including its mission and core values.
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs, human resources, and advocacy. Willingness to serve on committees.
- Attendance at and contribution to monthly Board meetings.
- Attendance at and contribution to meetings of assigned committees.
- Attendance at and contribution to, as required, Annual General Meetings.
- Attendance at a minimum of two community events per year to improve iSisters' visibility within the community.
- As a strong strategic thinker, ability to distinguish board-level discussion/content and decision making from operational implementation.
- Support of and, as needed, participation in special events and fundraising events

### Term

Directors are elected by a majority vote of the Board of Directors. Directors serve for a two year term, starting in June of the year of election. Directors may be released at the end of the elected term, by resigning, or according to iSisters' bylaws.

### Duties & Responsibilities

- Approve, where appropriate, policy and other recommendations received from the Board, its committees and senior staff.
- Monitor all Board policies.
- Review the bylaws and policy manual, and recommend bylaw changes.
- Review the Board's structure, approve changes, and prepare necessary bylaw amendments.



## **Board of Directors: Roles and Responsibilities**

- Participate in the development of iSisters' organizational plan and annual review.
- Approve iSisters' budget.
- Approve the hiring and release of the executive director, including the executive director's employment contract, based on the recommendation of the Human Resources sub-committee.
- Support and participate in evaluating the executive director.
- Assist in developing and maintaining positive relations among the Board, committees, staff members and the community to enhance iSisters' mission.

### **Evaluation**

Each director is provided an opportunity annually to participate in a board evaluation process, during which time he/she can provide input on matters of personal contribution, board participation and overall board dynamics.