



Board of Directors: Roles and Responsibilities

Position

Secretary

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. The Board's Secretary is responsible for the accurate recollection of decisions, determination of eligibility to vote, continuity of policies and practices and accountability of directors.

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 three 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

Secretary Responsibilities:

- Keep record of Board attendance.
- Make sure that there is a quorum at Board meetings.



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- Keep accurate minutes of meetings.
- Record all motions and decisions of meetings.
- Record all corrections to minutes.
- Sign Board minutes and corrections to attest to their accuracy.
- Conduct general Board correspondence.
- Keep records of all Board correspondence.
- Sign official documents of the organization as required.
- Make sure members are notified of Board and General Meetings.
- In the absence of the Chair and Chair Elect, chair Board meetings until the election of an alternate Chair.

General Board Member 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.
- 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.

Related Documents

Board Effectiveness Guide
Board Accountability Policy No.1-1
Terms of Reference_ALL Dec 2010

Review Date

This document is to be reviewed every two years.

Approval Date

June 17, 2014



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Change Record

Date	Change
January 2015	Updated term to three years to match requirements in corporate by-laws.