

Hidden Valley Community Association

Director Position Description	Date Drafted <u>February 24, 2012</u> Date Approved <u>September 20, 2013</u> Date Revised _____
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The Board is responsible for establishing the association's vision and direction; ensuring the financial health of the association; directing association operations, and ensuring that the association has sufficient resources. Each Director is responsible for furthering and implementing the direction established by the Board through active participation in Board activities. Directors have the following duties and responsibilities:

Major Duties of Directors

- Govern the association through board policies
- Define the vision, mission and values of the association; Develop long-term strategic plan priorities
- Commitment to the work of the Hidden Valley Community Association
- Serve as an active member and representative of the Board of Directors
- Be a Member in good standing of the Hidden Valley Community Association
- Assist in the development and approval of the annual budget
- Ensure that the association has sufficient human, financial and physical resources; participate in Board development and training opportunities
- Fulfill the legal requirements and obligations of a Director

Specific Responsibilities of Directors

- Be informed of the legislation under which the association exists (Alberta Societies Act), it's By-laws and policies and adhere to them
- Be responsible; exercise care, due diligence and skill in the performance of their duties
- Keep current on matters affecting the Community as well as generally informed about the activities of the association and the community in which it operates
- Be willing to serve on Board committees and external committees as appropriate
- Support of and participation in special events and activities organized by the Board of Directors and its sub-committees
- Attend Board meetings, committee meetings as well as the Annual General Meeting; be prepared for discussion and vote from an informed perspective
- Inform an Executive Director if you are unable to attend a Board Meeting or Annual General Meeting
- Voice clearly, at the time a decision is being taken, any opposition to a decision being considered by the Board; bring forth any concerns you are aware of
- Keep all Board business and matters of a sensitive nature confidential
- Develop and maintain positive relations among the Board, committees and community; participate in and promote a friendly, positive team atmosphere
- Read and respond to Board member and community resident emails, telephone messages in a timely manner (i.e. once a week)
- Know and respect the distinction in the role of each Board Director
- Prepare and distribute reports for monthly Board meetings and the Annual General Meeting
- Update the community association website with current material related to you Director Job Description in a timely manner (i.e. monthly)
- Assist with orientation with new Board members as applicable

Authority and Accountability

- Board of Directors are the legal authority for the Hidden Valley Community Association. As a member of the Board, the Director is in a position of trust for the community and is responsible for the effective governance of the organization.
- Individual Directors are elected under the authority of the By-laws and are responsible to the Members who elect or appoint them. They have no authority to act or give direction individually.

Term

- Committee Directors are elected for a one (1) year term, renewable for two (2) terms maximum, at the Annual General Meeting
- Executive Directors are elected for a two (2) year term, renewable for two (2) terms maximum, at the Annual General Meeting
- A Director must serve as a Committee Director for a minimum of one (1) year, prior to nomination to serve in an Executive Committee position
- A Director must serve in an Executive position for a minimum of one (1) year, prior to nomination for President
- Any Director may be released or resign according to the By-laws