

## VOLUNTEER POSITION DESCRIPTION

Position Title	<b>Board of Directors – DIRECTOR</b>
Purpose of Position	As a member of the BGC Airrie Club governing body, you are responsible for the overall guidance of the agency and ensuring BGC Airrie Club’s philosophy is maintained.
Duties & Responsibilities	<ul style="list-style-type: none"> <li>• Ensure the relevance of the organization’s mission.</li> <li>• Ensure that the proper working conditions and professional leadership are maintained.</li> <li>• Ensure good community and public relations.</li> <li>• Ensure that the public is kept informed about the operations of the organization.</li> <li>• Regularly attends board meetings and related functions.</li> <li>• Interpret the community to the organization and the organization to the community.</li> <li>• Volunteers for and willingly accept assignments and complete them thoroughly.</li> <li>• Participates in fund raising for the organization.</li> <li>• Is an active participant in the Boards annual evaluation and planning efforts.</li> </ul>
Length of Appointment	2-year term  The Board of Directors meets once/month for approximately 2 hours. Additional time may be required for agenda setting, sub-committee work and community responsibilities
Skills & Qualifications	<ul style="list-style-type: none"> <li>• Knowledge and support of BGC Airrie Club’s belief, vision and mission.</li> <li>• Previous Board experience highly desirable.</li> <li>• Ability to work as a team member.</li> <li>• High moral and ethical standards.</li> </ul>
Orientation & Training	All volunteers will receive an orientation on the mission, vision, and beliefs of the BGC Airrie Club as well as general program information. Additional board related training may be made available dependant on the needs of the Board. A Volunteer package, Code of Conduct and Confidentiality Statement will need to be completed once you become a member of the board.
Supervision Provided	General supervision and guidance will be provided by the Board President as well as the BGC Alberta Board and BGCC’s Board of Directors.