



Job Description

POSITION:

- Member of the Larch Street Kids Inc. Board of Directors.

ACCOUNTABILITY:

- Accountable to the funders, parents and staff of Larch Street Kids Inc.

RESPONSIBILITIES:

- Demonstrate a commitment to and an understanding of the purpose, policies, goals and programs of Larch Street Kids Inc. Review periodically to ensure they reflect the Board's vision and mission statement.
- Exercise Board responsibilities with the best interest of Larch Street Kids Inc. in mind.
- Acquire an understanding of Larch Street Kids Inc.'s financial position.
- Represent Larch Street Kids Inc. in the community.
- Ensure Human Resources policies are maintained.

TERM:

- Board Members are elected at the Annual General Meeting by parents and other active Board Members.
- Elected and committed to a 3-year term.
- Board Members may vacate a position by submitting a letter of resignation to the Board of Directors.

GENERAL DUTIES:

YOU ARE EXPECTED TO:

- Understand the organization's mission and mandate; be aware of the issues and keep up to date with trends in the community that might affect these issues and the organization as a whole.
- Ensure that the organization's legal affairs are in order; know the Board's legal obligations and ensure they are upheld.
- Understand and, if necessary, query all financial and budgetary matters.
- Keep all Board discussions confidential and be mindful of the conflict of interest policy.
- Bring your own training, skills and experience to the Board to make effective decisions.
- Attend all Board meetings having read the minutes and attachments, prepared to make decisions and/or ask for clarifications.

EVALUATION:

- Monthly assessment based on attendance, participation and commitment.
- Annual assessment based on performance and attendance – prior to Annual General Meeting.
- Evaluated against by-laws of the organization prior to Annual General Meeting.



Larch Street Kids

QUALIFICATION AND SKILLS:

- Commitment and availability.
- General and/or specific knowledge related to the areas of Human Resources, Financial Management, Legal, Education, Health and Child Care.
- Able to work effectively with others.
- Able to work independently and as a group.
- Good listening and communication skills.
- Accountability.

BENEFITS:

- Satisfaction of making a difference in your childcare community.
- Opportunity to work with individuals of diverse backgrounds.
- Development of effective decision-making skills, group dynamics and relationships.

TIME AND FINANCIAL REQUIREMENTS:

- A personal cost of at least 3 hours per month.
- Childcare provided.

REVIEW DATE:

- Job Description to be reviewed prior to Board Recruitment at the Annual General Meeting.

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| Approved By: | | Approval Date: | |
| Signature: | | | |



Larch Street Kids

Board Candidate Nomination Form

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| Name: | | |
| Address: | | |
| Postal Code: | | |
| Home/Cellular Phone: | | |
| Home Email Address: | | |
| Occupation: | | |
| Address: | | |
| Work Phone Number: | | |
| Work Email Address: | | |
| Expertise/Contribution You Feel You Can Make: | | |
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| What Area of the Board would be of Particular Interest to you? | | |
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Please allow my name to stand for nominations to the Board – I am willing to commit my time.

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| Signature: | Date: |
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