

Board Member Job Description

Please review the following job description and carefully consider whether the responsibilities, structure and time commitments are the right fit for you.

Title	Board Member (2 persons)
Description	The Calgary Compact Board of Directors determine and contribute to the strategic planning and leadership of its program. Board members work with various volunteer teams to support the implementation of program objectives and goals.
Responsibilities	<ul style="list-style-type: none"> • Conducting strategic planning as it relates to: <ul style="list-style-type: none"> ○ Business planning, fiscal management and fundraising; ○ Volunteer management and board development ○ Marketing and partnerships ○ Program delivery • Providing leadership, guidance and support to key volunteers involved with the Compact website, the Conscious Consumer website and administrative volunteers. <ul style="list-style-type: none"> ○ Coordinating volunteer schedules; ○ Facilitating meetings, orientations and networking opportunities • Attending meetings, events and conferences as a representative of the Calgary Compact • Establishing a professional external relationship with community partners, funders, sponsors and media. • Participating in ongoing skill-building opportunities offered by the Compact.
Qualifications	<ul style="list-style-type: none"> • Possess a visionary, innovative and open-minded perspective on non-profit management and mission-based programs; • Confidence in communicating a vision; • Leadership qualities working with a variety of people with different backgrounds; • Volunteer management experience is an asset; • Is self-motivated and passionate about sustainability and CSR; • Has the self-discipline to meet goals and objectives in an unstructured environment; • Maintains an active interest and keeping up with current news and events in Calgary pertaining to CSR and sustainability; • Has a clear understanding of community issues; • Has advanced computer skills in MS Word, MS PowerPoint, MS Excel; • Is comfortable with online sharing platforms such as Google Docs; • Has reliable daily Internet access and is familiar with standard email technology. <p>The Board member ideally will have at least one year of experience volunteering in a leadership position in a non-profit organization. He or she must also have a prior minimum involvement with the Calgary Compact as a member in good standing for at least 6 months or 40 hours of volunteering.</p>
Benefits	<ul style="list-style-type: none"> • The Compact's virtual structure ensures a flexible work schedule and work place; communications and meetings with volunteers can be adapted to the needs of your busy schedule. • Enables you to champion and support aspects of sustainability and corporate social responsibility that are most interesting to you and other volunteers. • Empower you to influence Calgarians and advance the sustainability cause. • Gives you access to optional learning and social events offered by the Compact.

Time commitment	The Board member is asked to commit to one term of 2 years . A weekly commitment will average 4-8 hours per week. This includes the time involved in conducting individual board responsibilities, attending board meetings, and attending other volunteer/partner events.
Challenges	Engaging volunteers in a primarily virtual environment presents some challenges that require a charismatic and engaging personality to overcome a perceived lack of physical interaction. As well, a board member who can use in-person meetings effectively to strengthen volunteer commitment will be critical.
Training and orientation	The ideal candidate will need to participate in a minimum two-hour orientation initially followed by meetings with current Board members to discuss organizational details, strategy, and volunteer structures. Ongoing training and skill-building opportunities will be provided.
Boundaries	All volunteers must review, sign and comply with the Volunteer Code of Conduct.
Supervision	Board Chairperson
Evaluation	TBD (Board of Directors will establish in initial meetings)
Screening	Candidates will be asked to provide a resume, cover letter and references that outline the reasons and motivation for applying to become a board member.