

SOS BOARD RESPONSIBILITIES AND DIRECTOR JOB DESCRIPTION

Vision and Objectives of SOS

SOS's vision is to create a sustainable and protected Urban Seine River (SR) Greenway to provide a healthy habitat for wildlife that adds to the quality of life of all residents and visitors.

SOS's objectives are:

- To preserve, protect and enhance the river and the Greenway;
- To restore and repair the river and the Greenway;
- To raise awareness and educate the public about the river, the Greenway, and the watershed
- To improve public access to the river and the Greenway;
- To work in partnership with governments, businesses, residents/landowners, and non-profit organizations to achieve these objectives.

RESPONSIBILITIES OF THE SOS BOARD OF DIRECTORS

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

- Ensuring that the organization is healthy and sustainable
- Ensuring prudent use of all assets funds, people and good will
- Ensuring that all of SOS's activities and transactions are advancing its mission and decisions are in the best interest of SOS as an organization
- Ensuring that the SOS obeys applicable laws and regulations, including following its own bylaws and that it adheres to its stated corporate purposes and mission
- Working as a cohesive group, working together solving problems and making decisions in an environment that encourages trust and respect for different ideas and points of view and resulting group support for all board decisions.
- Determining and reviewing the mission and purposes of the organization
- Selecting and evaluating the performance of the executive staff
- Ensuring SOS'S commitment to a diverse board and staff that reflects the communities SOS serves
- Strategic and organizational planning
- Approving the annual budget
- Ensuring strong fiduciary oversight and financial management
- Ensuring legal and ethical integrity
- Ensuring all required reports are presented at each annual meeting.
- Fundraising and resource development
- Ensuring that the on-going Board is sustained and renewed, re-built by recruitment and capacity building of a strong Board Directors
- Approving and monitoring the organization's programs and services
- Enhancing the organization's public image

- Determining policies and carry out policy management to provide board and staff with clear authority and guidance to perform their jobs, guidance on scope of activities of the organization, and guidance on how the board operates.
- Developing a communications strategy to keep the community informed and supportive
- Assessing its own performance as the governing body of the organization

BOARD DIRECTOR JOB DESCRIPTION

A. Board of Director's responsibilities:

- Carry out the responsibilities of the Board of Directors
- Know SOS's vision and objectives, programs, projects, policies and needs
- Prepares for meetings by reviewing the agenda and supporting documentation
- Reads and responds to Board communications
- Regularly attends board meetings and participates actively and conscientiously
- Contribute to the "group support" for all Board decisions by listening with an open mind to all options, opinions, questions and appreciate that different opinions and perspectives provide more information on which to base decisions
- Keeps up with issues and trends that affect SOS
- Contributes to the organizational culture and works in collaboration understanding that Board decisions are made as a whole
- Participates in the evaluation of business operations and executives
- Approves reports, budgets and business decisions
- Contribute to the development of policies, priorities and strategic plan
- Understand SOS's financial affairs and ensuring fiduciary responsibilities are met
- Faithfully read and understand the organization's financial statements
- Serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission
- Leverage connections, networks, and resources to develop collective action to fully achieve the organization's mission
- Give a meaningful personal financial donation
- Help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy
- Prepare for, attend, and conscientiously participate in board meetings
- Participate fully in one or more committees, task forces, special assignments
- Participate in recruitment of new Board Directors
- Follow the organization's bylaws, policies, and board resolutions
- Sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- Maintain confidentiality about all internal matters of the organization

B. Board Director Requirements

- Previous Board experience preferred
- Knowledge of SOS
- Sufficient time availability for Board duties
- Strong diplomatic and interpersonal skills

C. Board Director Eligibility

- a) be at least 18 years of age;
- b) not be an undischarged bankrupt;
- c) be a member of the SOS;
- d) be interested in furthering the vision and objectives of SOS;
- e) not hold a paid position with the SOS and not enter into a contract for services with the SOS;
- and
- f) be competent to conduct business and enter into contracts under the laws of Canada.

D. Board terms/Participation

SOS's Board Directors will serve a two-year term and may be re-elected up to four terms. Board meetings are usually held monthly and committee meetings are scheduled as determined by the committee