

## Board Member Job Description

Position:	<b>Board Member/Director (Volunteer)</b>
Time commitment:	5 to 10 hours per month (meetings, preparation, events)
Term:	Two years, appointed or elected bi-annually at the Annual General Meeting (term may be renewed 4 times for a total of 8 years)

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Board members are critical contributors to Applegrove's success. They play a unique role in ensuring that programming, strategy, finance, administration and policy work together for Applegrove to accomplish its goals. Being on the board presents opportunities to work with people who are experienced and passionate, to strategize and guide the agency's development, enjoy community events and be an advocate for a better community and city.

### **Authority and Responsibility**

Applegrove Community Complex (Applegrove) is an agency of the City of Toronto and an independent charitable organization, which function collectively as one organization. Board members therefore sit on two boards.

- 1) The Board of Directors is the legal authority for the non-profit organization, Applegrove Community Complex. As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.
- 2) The Board of Management is a sub-committee of the Board of Directors appointed by City Council under the authority of the City of Toronto Act. This Board is responsible to City Council for the management, operation and maintenance of the City-funded centre; governing the centre; annual reporting of the centre's objectives and major activities; and annual financial reporting.

The same individuals sit on both boards, except that the Toronto District School Board has a representative of the Board of Management. Information applies to both boards and except where otherwise specified, the terms "Director" and "Board member" refer to both interchangeably.

### **Requirements**

All board members must meet the following eligibility requirements:

- a) Live in the City of Toronto, at least 18 years old, and be an Applegrove member
- b) Not be an employee of the City of Toronto; the spouse, child or parent of a Member of Toronto City Council; or employed by or serving on the board of another City Agency, Board, Commission or Corporation (Business Improvement Area membership is allowed)

Collectively board members should possess an understanding of the diverse neighbourhoods and communities within the Applegrove catchment area and:

- a) reflect the cultural and social diversity of the community
- b) have knowledge and understanding of public service
- c) possess good communications and decision-making skills.

**All board members are expected to:**

1. Understand and accept the commitments associated with being a board member
2. Abide by the by-laws, code of conduct and other policies that apply to the board
3. Be committed to the work of the organization
4. Be open to learning, and to supporting learning and participation of other board members
5. Work respectfully and positively with board members and Applegrove's management team
6. Become informed about the Board, governance processes and key community issues
7. Serve on at least one committee
8. Attend all Board meetings, assigned committee meetings, and Annual Meetings
9. Support special and fundraising events
10. Carry out their duties with integrity, and specifically to:
  - a. Act ethically, honestly and in good faith and make decisions in Applegrove's best interests
  - b. Support board operations that comply with all applicable laws
  - c. Avoid representing the specific interests of one constituency group

**General Duties**

A Board member is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.

Board members:

- Prepare for and participate in board meetings
- Listen to others' views, advocate their own, identify common interests and alternatives, are open to compromise, and support governance decisions once made
- Endorse, where appropriate, policy and other recommendations from committees and staff
- Monitor all Board policies
- Review the Constitution and recommend changes to the membership.
- Review organizational structure, approve changes, prepare necessary policy and constitutional amendments
- Participate in the development of Applegrove strategic and organizational plans
- Approve budgets, authorize funding applications and monitor financial performance
- Approve hiring, release of Executive Director based on Personnel Committee recommendation
- Support and participate in evaluating the Executive Director
- Identify prospective board members and possibly help recruit and mentor them
- Act as ambassadors for Applegrove in the wider community