

## **JOB DESCRIPTION BOARD MEMBER**

### **Intention Statement**

SERC's intention is to help create safer spaces for individuals and communities to talk and learn about sexuality and sexual health in an informed and nonjudgmental manner. SERC recognizes that sexuality is complex, diverse, and fluid. Our role is to support the exchange of knowledge and analysis, and development of skills, using best practices that contribute to the overall sexual health and wellness of our communities.

### **EXPECTATIONS:**

1. Endorsement and support of the vision, mission, beliefs and policies of Sexuality Education Resource Centre Manitoba (SERC).
2. Commitment of time to prepare for and attend the regularly scheduled Board meetings (usually 6 per year). When a member is unable to attend a regular meeting, they will notify the Board Chair or designated person in advance. A Director failing to attend three consecutive meetings without just cause may be removed by a two-thirds majority vote of the Board of Directors.
3. Willingness to participate on a committee and/or executive.
4. Meet the responsibilities of a Director as per legislation and governance best practices.

### **FUNCTIONAL RESPONSIBILITIES:**

1. Participates in the process for planning and achieving SERC goals as determined by the Board.
2. Participates in the adoption, periodic evaluation and revision of agency policies.
3. Becomes familiar with the annual budget process and reviews quarterly financial statements.
4. Receives the annual audit summary and management letter from Board-selected independent auditor.
5. Reflects and votes upon legal, contractual, and policy issues which affect the agency.
6. Actively promotes the vision, mission, beliefs and policies of SERC.
7. Participates actively in fundraising activities of SERC.
8. Ensures the employment of an Executive Director.
9. Understands and respects the different roles and expectations of Board and staff. It is the Executive Director's role to recruit, hire, manage, develop, deploy, evaluate, and as necessary, dismiss staff within the policies established by the Board. Issues within the Board are to be brought to the Board Chair and dealt with within the Board of Directors.