

## **Position Description Duties and Expectations of a Director**

### **Purpose:**

The Canadian Spondylitis Association (CSA) is committed to ensuring that it achieves standards of excellence in the quality of its governance and has adopted this policy describing the duties and expectations of Directors.

### **Position Description:**

As a member of the Board of Directors, and in contributing to the collective achievement of the role of the Board, a Director is responsible for the following:

#### **Fiduciary Duties:**

- Act honestly, in good faith and in the best interests of the organization.
- Support the organization's mission, purposes, goals, policies, and programs.
- Review the organization's financial statements and help the Board fulfill its fiduciary responsibilities.
- Assist the organization with development and implementation of funding strategies.

#### **Accountability:**

- Serve the organization as a whole rather than any special interest group or constituency.
- Avoid the appearance of a conflict of interest that might compromise the Board or the organization, and disclose any possible conflicts to the Board in a timely fashion.

#### **Governance:**

- Come prepared and well informed to participate in discussions at Board and committee meetings, follow our code of conduct, and support Board decisions.
- Maintain confidentiality of the Board's executive decisions, and speak for the Board or organization only when authorized to do so by the Board, Executive, or when requested by the President.
- Suggest agenda items for Board and committee meetings to ensure that significant policy-related matters are discussed.

#### **Commitment:**

- Length of commitment is a 2 year term which may be renewed up to a maximum of two 2-year terms, and one year at a time following 2-two year terms pending approval of the board.
- Board members can expect to volunteer 30+ hours/year (Board meetings, committees and other activities).
- Attend and actively participate in all Board meetings. The Board of Directors meet could meet as little as 4 times a year or as many as 10 times throughout the year. The board typically does not meet in July & August. There could be one meeting which would be in-person. The board will assess the number of time they will meet per year following the AGM based on business needs.

- Provide advance notice in the event of an absence. If advance notice is not provided for more than two meetings in a calendar year, the director can be removed from the board as agreed and voted on by the board.
- If a board member is not meeting the requirements outlined in this position description, the director can be removed from the board as agreed and voted on by the board.
- Actively serve on at least one committee OR recruit the appropriate level of volunteer leadership required for committee to participate in your place.
- Demonstrate desire to advance the mission of the CSA.
- Attend activities and events representing the board when requested by the Executive Director.
- Suggest possible nominees to the Board who are people of achievement and who can make significant contributions to the work of the Board and the progress of the organization.

## **FREQUENTLY ASKED QUESTIONS**

### **Q. Who can apply to serve on the Board of Directors?**

The CSA seeks to fill its Board with a diverse group of people who support the organization's mission, purposes, goals, policies, and programs. All applicants must be association members.

### **Q. How many vacancies exist?**

There are approximately 4 vacancies on the Board of Directors. Each vacancy is a two-year term (2021-2023).

### **Q. What skills are required to join the Board of Directors?**

We are particularly interested in individuals whose experience and skill set includes a combination of the following:

- Finance, accounting
- Grant writing
- Legal
- Fundraising and special events
- Health policy development
- Public relations, communications & social media
- Advocacy on a provincial/federal level
- Non-profit, governance, management, administration experience

### **Q. Are references required for each applicant?**

Yes. All nominees will be required to provide a reference as part of the application process.

**Q. Are all applicants put forward for the election?** No. The CSA Nominations Committee will review all applications and determine, based on a set of established criteria and supported by an interview process, a slate of candidates to recommend to the Board of Directors.

### **Q. Who serves on the CSA Nominations Committee?**

The Nominations Committee is comprised of at least one member of CSA's Executive Committee (President/Chair, Executive Director, Treasurer or Secretary) and two board members. Board Members who wish to renew their terms this year are not eligible to serve on the Nominations Committee.

**Q. Is it essential for applicants to have previous Board experience?**

No, although it is recommended that applicants have board or committee experience. The CSA is a thriving, growing national organization and we are seeking applicants best positioned to lend knowledge and leadership in order to work efficiently to invest in the growth, development and sustainability of the organization across Canada.

**Q. What is the composition of the Board of Directors?**

Currently, the Board of Directors is comprised of the Chair, Secretary, Treasurer, and Directors at large.

**Q. Is there financial compensation for the Board of Directors?** No. Members of the CSA Board are reimbursed for travel related expenses and accommodation only.

**Q. What if I have more questions?** For additional information, or to be redirected to a member of the Nominations Committee, please contact [execdirector@spondylitis.ca](mailto:execdirector@spondylitis.ca)