DIRECTOR
Job Description

I. PURPOSE

As a member of the Board, each Director shall:
1. Have a comprehensive understanding of the statutory and fiduciary roles of a Director.
2. Represent the interests of all members in the governance of the Society and act in the best interest of the Society.
3. Participate in the review and approval of the Society's policies and strategies and monitor their implementation.

II. DUTIES AND RESPONSIBILITIES

Board Activity - as a member of the Board, each Director shall:
1. Exercise good judgment, act with integrity, and respect confidentiality.
2. Use his/her abilities, experience, and influence constructively and be available to the Board as a resource.
3. Understand the difference between governing and managing (e.g. Board versus association management's roles).
4. Disclose any conflict of interest on any issue brought before the Board and refrain from participating in the Board discussion and voting on the matter.
5. Be a positive force with a demonstrated interest in the long-term success of the Society.
6. Be an active participant in the Board's annual evaluation and planning efforts.
7. Exercise independent judgment, regardless of the existence of the relationships, or interests which could interfere with the exercise of independent judgment.
8. Volunteer for and willingly accept assignments, and complete them thoroughly and in a timely fashion.

Preparation and Attendance – to enhance the effectiveness of Board meetings, each Director shall:
1. Prepare for Board meetings by reading reports and background materials prepared for each meeting.
2. Maintain an excellent (85 to 90 per cent) attendance record at Board meetings. Board members must attend a minimum of 66 per cent of the meetings of the Board.
3. Have the necessary information to make informed decisions.

Communication – as communication is fundamental to Board effectiveness, each Director shall:
1. Participate fully and frankly in the deliberations and discussions of the Board.
2. Encourage free and open discussion of the affairs of the Society by the Board and its members.
3. Ask probing questions focused on strategy, policy, and the Society's business plan.
4. Question officers in an appropriate manner and at appropriate times on the implementation of the Society's strategy and business plan and the results obtained.
5. Build a collegial working relationship with other Directors and committee members that contribute to consensus.

Committee Work – to ensure the Board Committees are effective and productive, each Director shall:
1. Participate on Committees and become knowledgeable about the purposes and goals of all the Committees/Councils of the Board.
2. Understand the process of Committee work and the Board and Executive Director's role in supporting the work of the Committees and Councils.

Business, Society and Industry Knowledge – recognizing that only well-informed Board members can make appropriate decisions, each Director shall:
1. Be knowledgeable about the Society's operations, activities, and industry.
2. Understand the role of the Society within the community and local societies.
3. Understand the regulatory, legislative, business, social, and political environments within which the Society operates.

NOTE: The officers - President, Vice President/Treasurer and Vice President/Corporate Secretary - are elected by *secret* ballot by the Board at its first meeting following the AGM.