



Position Title: Director
Reports to: Chair of the Board

POSITION OVERVIEW

The Board of Directors is the legal authority for Habitat for Humanity York Region. 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 Habitat for Humanity York Region.

REQUIRED FUNCTIONS

- Commitment to the work of Habitat for Humanity York Region
- Commitment to serve on committees.
- Attendance at monthly Board meetings.
- If a member of Executive Committee, attendance at meeting of the Executive Committee, if required.
- Attendance at the Annual General Meetings. Attendance at two-thirds of all Board and Committee meetings, at minimum.
- Support of, and participation in, fundraising events.

TERM OF SERVICE

Directors are elected by the membership at the Annual General Meeting. Directors serve for a three-year term. Directors may be released at the end of the elected term by resigning or according to Habitat for Humanity York Region's bylaws. The expected time commitment is 8-10 hours per month.

RESPONSIBILITIES OF A DIRECTOR

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

- Approve where appropriate, policy and other recommendations received from the Board, its standing committees and senior staff.
- Monitor all Board policies.
- Review the bylaws and policy manual, and recommend changes in bylaws to the membership.
- Review the Board's structure, approve changes, and prepare necessary bylaw amendments.
- Participate in the development of Habitat for Humanity York Region's strategic plan and annual operational review.
- Approve Habitat for Humanity York Region's budget.
- Approve the hiring and release of the Executive Director, including the Executive Director's employment contract, based on the recommendations of the Chair of the Board.
- Support and participate in evaluating the Executive Director.
- Assist in developing and maintaining positive relations among the Board, committees, staff members, and the community to enhance Habitat for Humanity York Region's
- Play a lead role in supporting fundraising efforts of Habitat for Humanity York Region