

Board of Directors Job Description

Position: Chairperson

Authority and Responsibility

The Board of Directors is the legal authority for Hope Awaits Ministries. 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.

Requirements:

- Acknowledges Jesus Christ as their personal Lord and Saviour, and is actively cultivating their personal relationship with Him
- Commitment to the work of God through the organization
- Willingness to serve on committees
- Attendance at monthly Board meetings
- Support of special events
- Support of, and participation in, fundraising events
- Financial support of Hope Awaits Ministries

Term:

Directors serve for a three-year term. Directors may be released at the end of the elected term, by resigning, or according to Hope Awaits Ministries' bylaws.

General Duties:

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.

The Chairperson must:

1. Provide leadership to the Board of Directors
2. Ensure that the Board adheres to its bylaws
3. Chair meetings of the Board
4. Keep the Board's activities focused on the organization's mission
5. Work with the Secretary to prepare the agendas for the Board of Directors meetings.
6. Act as a liaison between the Executive Director and the Board of Directors.



7. Make sure there is a process to evaluate the effectiveness of Board Members, using measurable criteria
8. Act as a signing officer for cheques and other documents, such as contracts and grant applications
9. Promote the organization's purposes in the community and to the media
10. Draft policies and prepare procedures to implement the organizational policies for the approval of the Board of Directors
11. Review existing policies on an ongoing basis and recommend changes to the Board of Directors
12. Review board member job descriptions on an annual basis and present recommended changes to the Board of Directors
13. Approve, where appropriate, policy and other recommendations received from the Board of Directors, its standing committees and senior staff
14. Ensure that the mission, objective, and actions of Hope Awaits Ministries are in line with the word of God
15. Review the bylaws and policy manual, and recommend bylaw changes to the board of directors
16. Review the Board's structure, approve changes, and prepare necessary bylaw amendments
17. Participate in the development of Hope Awaits Ministries organizational planning and annual review
18. Approve Hope Awaits Ministries budget
19. Approve the hiring and release of the executive director, including the executive director's employment contract
20. Support and participate in evaluating the executive director
21. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance Hope Awaits Ministries mission

Evaluation

A Director's performance is evaluated annually based on the performance of assigned Board requirements and duties.

Review Date and Approval Date

This board member job description is reviewed on an annual basis by the Vice-Chair of the Board of Directors. Recommended changes are presented to the Board of Directors.

Approval Date: _____

Review Date: _____