

Board of Directors Job Description

Position: Vice-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 Vice-Chairperson must:

1. Act in the absence of the chairperson
2. Work closely as a consultant and advisor to the chairperson
3. Learn the duties of the Chairperson and keep informed on key issues
4. Ensure that the Board of Directors and Hope Awaits Ministries carries appropriate and adequate insurance coverage and reviews the policy annually
5. Ensure that Board Members and staff understand the terms, conditions and limitations of the insurance coverage



6. Review board member job description for the chair of the board on an annual basis and present recommended changes to the Board of Directors
7. Act as one of the signing officers for cheques and other documents, such as contracts and grant applications
8. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and senior staff
9. Ensure that the mission, objective, and actions of Hope Awaits Ministries are in line with the word of God
10. Review the bylaws and policy manual, and recommend bylaw changes to the membership
11. Review the Board's structure, approve changes, and prepare necessary bylaw amendments
12. Participate in the development of Hope Awaits Ministries organizational planning and annual review
13. Approve Hope Awaits Ministries budget
14. Approve the hiring and release of the executive director, including the executive director's employment contract
15. Support and participate in evaluating the executive director
16. 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 Chair of the Board of Directors. Recommended changes are presented to the Board of Directors.

Approval Date: _____

Review Date: _____