



Brown Bagging for Calgary's Kids

Member of the Board of Directors Job Description

Brown Bagging for Calgary's Kids (BB4CK) is looking for the right person to join our Board of Directors. We believe strongly in empowering communities to take meaningful action to feed and care for kids. We are looking for someone who is passionate, forward thinking and prepared to reimagine how we can create communities that make sure all kids are fed.

Experience in the areas of fund development and/or risk management would be an asset. However all members of the board are expected to support, participate and access their networks in service to BB4CK.

Position

Member of the Board of Directors

Authority

The Board is the legal authority for BB4CK. Board Members are responsible for the effective governance of the organization.

Duty and Standard of Care

Every Board Member, in exercising his or her powers and discharging his or her duties, shall:

- Act honestly and in good faith with a view to the best interests of the organization;
- Exercise the care, diligence and skill that a reasonable and prudent person would exercise in comparable circumstances;
- Respect the confidentiality of the organization's affairs;
- Make all decisions in the best interests of the organization and avoid personal conflicts of interest; and
- Maintain good relationships with the other board members, staff, and affiliates.

Responsibilities

The Board Member shall:

- Examine BB4CK's landscape to ensure that the current (and future) landscape is healthy and productive;
- Make every effort to attend all board meetings in person;
- Play a central role in enhancing the reputation of BB4CK, advocating for its mission and networking with the public and media;
- Make every attempt to participate in a volunteering activity at least twice yearly;
- Prepare for meetings by reading agendas, minutes, reports and other documentation;
- Attend and participate in Board and assigned committee meetings;
- Attend special events;
- Review and understand the bylaws, policies, and Board structure, and recommend changes as required;
- Ensure BB4CK is complying with all legal and regulatory requirements; and
- Understand and monitor the organization's financial affairs, including the approval of BB4CK's budget;



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- Participate in BB4CK's planning and review processes;
- Approve the hiring and release of the Executive Director, and contribute to the annual performance of the Executive Director;
- Help communicate and promote BB4CK's mission and programs to the community;
- Keep up to date with issues and trends that affect BB4CK, such as our social media platforms;
- Avoid and disclose any potential conflicts of interest;
- Operate with integrity and understand and maintain confidentiality;
- Believe and behave in a manner that relates to BB4CK's values;
- Support the recruitment and onboarding of new Board Members; and
- Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance BB4CK's mission.

Term

Board Members are elected by the membership at the Annual General Meeting for a two-year term. Board Members are eligible to seek renewal up to a maximum of three terms.

Meetings and Time Commitment

- The Board meets September through June, typically on the fourth Monday of the month at 6:30 pm in the BB4CK office. Meetings typically last two hours.
- Board Members are expected to participate in at least one standing or ad hoc committee of the Board.
- Board Members are encouraged to attend the occasional special event throughout the year.

Evaluation

Each Board Member will meet annually with the Board Chair to discuss the Member's engagement and desired participation for the year ahead.

Remuneration

Service on the organization's Board is without remuneration, except for administrative support, travel and accommodation costs in relation to the Board Member's duties.

Review and Approval

The Governance Committee reviews the Board Member Job Description and makes recommendations to the Board for annual approval.