

# Board of Directors/Directors at Large/Job Description

## From PCSAR

< Board of Directors | Directors at Large

## 1 Document status

Is this document a draft? Official?

This document is a DRAFT, which has not yet been approved by the Board of Directors.

## 2 Position description

Summarize what the position does within your organization.

A Director at Large is an elected member of the Board of Directors. Together they set and execute strategy of the organization.

Section 18 of the Bylaws requires a minimum of 3 and maximum of 6 Directors at Large. (Maximum of 5 if Secretary and Treasurer are separate individuals.)

ALSO IN TO BYLAWS,

## 3 Responsibilities

List the major areas of responsibilities.

- Work to the best interest of the society
- Assume shared legal responsibility for the actions of the organization
- Ensure we are meeting our mission statement and objectives efficiently
- Contribute ideas for how to execute strategy
- Demonstrating leadership; be examples of how we want our members to act.
- Attend board meetings, become informed about the issues before the board, and vote
- Participate in e-mail discussions
- Provide your unique perspective, knowledge, skills and abilities to fill in gaps in the board

• WAIVE WITH MEMBERS,

## 4 Knowledge, Skills, Abilities

List what knowledge, skills and abilities are required or desired.

- teamwork skills (to work with the other Board members)
  - good communication
  - being on time
  - showing respect
  - leadership qualities
- professional judgment
- common sense
- willingness to work for the benefit of the organization with no recognition
- humility
- understand the requirements of governance

} NEEDS WORK  
- OPEN FORUM

BEING IN CHARGE

A portion of the board, and thus likely a few Directors at Large, should:

- be able to critically read financial statements

to understand

(CAP)

## 5 Resources

List what the organization supplies to help the person in this role.

- Director's Errors and Omissions liability insurance coverage
- An e-mail list for board discussions
- Regular reports from the Administrator and Committees

Retrieved from "[http://pcsar.dyndns.org:8080/mediawiki/index.php/Board\\_of\\_Directors/Directors\\_at\\_Large/Job\\_Description](http://pcsar.dyndns.org:8080/mediawiki/index.php/Board_of_Directors/Directors_at_Large/Job_Description)"

Category: Job description/Page

# Board of Directors

From 2018

1. Board of Directors

## 1. Board of Directors

1.1 Board of Directors

1.1.1 Board of Directors

## 2. Position description

2.1 Position description

2.1.1 Position description

2.1.2 Position description

## 3. Responsibilities

3.1 Responsibilities

- To ensure that the organization is operating in accordance with its mission and vision.
- To ensure that the organization is financially sound and that its resources are used effectively.
- To ensure that the organization is compliant with all applicable laws and regulations.
- To ensure that the organization is providing high-quality services to its members and the public.
- To ensure that the organization is maintaining good relationships with its stakeholders.
- To ensure that the organization is promoting diversity and inclusion.
- To ensure that the organization is promoting environmental sustainability.
- To ensure that the organization is promoting social responsibility.

## 4. Knowledge, Skills, Abilities

4.1 Knowledge, Skills, Abilities

- Knowledge of the organization's mission and vision.
- Knowledge of the organization's financial statements and budget.
- Knowledge of applicable laws and regulations.
- Knowledge of the organization's stakeholders and their interests.
- Knowledge of diversity and inclusion practices.
- Knowledge of environmental sustainability practices.
- Knowledge of social responsibility practices.
- Skills in strategic planning and decision-making.
- Skills in financial management and budgeting.
- Skills in legal and regulatory compliance.
- Skills in stakeholder management and communication.
- Skills in diversity and inclusion management.
- Skills in environmental and social responsibility management.

4.2 Knowledge, Skills, Abilities

4.3 Knowledge, Skills, Abilities

## 5. Progress

5.1 Progress

- The Board of Directors has approved the organization's strategic plan for the next five years.
- The Board of Directors has approved the organization's budget for the next year.
- The Board of Directors has approved the organization's policies and procedures.
- The Board of Directors has approved the organization's financial statements.
- The Board of Directors has approved the organization's annual report.
- The Board of Directors has approved the organization's diversity and inclusion plan.
- The Board of Directors has approved the organization's environmental and social responsibility plan.

5.2 Progress

5.3 Progress

5.4 Progress