



## Board Director Job Description

**Supervisor:** Board Chair/Executive Committee

**Level:** Board Directors are Volunteers

**Objective:**

A Director is accountable to the membership for effective governance of the organization and advocacy for its mission, to the funders and donors for the financial responsibility of the agency, and to the community for the mission, vision, strategic direction and outcomes of the organization.

Time Commitment:

- 5-10 hours per month
- Board meetings are, at a minimum, 6 times per year.
- Committee meeting date/times may vary dependant on member availability.
- A Director is elected by the membership at the AGM for a two-year term and may serve a maximum of three terms (six years)
- Mentorship of new members

**Responsibilities:**

**Commitment:** Commitment to the vision and mission of the organization

**Governance & Oversight:** Ensure that the organization complies with the bylaws, policies and application laws and regulations.

**Strategic Planning:** Assist in setting the organization's strategic direction and reviewing the progress toward the defined goals.

**Financial Stewardship:** Approve budgets, oversee the financial health of the organization, and ensure responsible use of funds.

**Fundraising and Advocacy:** Support fundraising efforts, contribute personally if able, and advocate for the organization.

**Committee Participation:** Serve on at least one Board committee and contribute knowledge and expertise when needed.

**Executive Leadership Support:** Hire, evaluate and support the Executive Director (if applicable). Approve the release of the Executive Director (if applicable).

**Community Engagement:** Acts as an ambassador, promoting the organization's mission and vision. Assist in developing and maintaining positive relations among the Board, committees, staff members, volunteers, funders, government representatives and the community at large to enhance the SafeLink Alberta mission.

**Meeting Attendance:** Board members are expected to regularly attend Board meetings, contribute to committee or project work, attend the AGM or other general meetings as called, be (or become) familiar with the role of a policy governance Board and attend Board orientation and education events whenever possible.

**Respect and Confidentiality:** Respect SafeLink Alberta's confidentiality policy and represent the organization in a professional and respectful manner when working with the community.

**Engagement:** Endeavor to be informed on organizational matters and participate critically, from a knowledge base, in Board deliberations and decisions in matters of policy, finance, programs, fundraising initiatives and advocacy.

**Qualifications:**

**Passion for Public Health & Harm Reduction:**

- Strong commitment to reducing the stigma around Sexually Transmitted Diseases (STDs), HIV/AIDS, and substance use.
- Understanding of, or willingness to learn, harm reduction principles including safe sex practices, needle exchange programs, access to health care etc.

**Experience in Related Fields (preferred but not always required)**

- A background in medical or a health profession, not-for-profit governance, research/education, finance, marketing, law, or human resources is an asset.

**Diversity & Lived Experience (preferred but not always required)**

- Individuals with lived experience in harm reduction, sexual health advocacy, recovery from addiction, or marginalized communities (LGBTQ2+, people living with HIV, sex workers, people who use drugs, new immigrants, Indigenous people) are strongly encouraged to apply.

### **Fundraising and Financial Oversight**

- Willingness to participate in fundraising efforts, donor relations and securing grants.
- Ability to review financial statements and ensure responsible use of funds.

### **Advocacy and Community Engagement**

- Ability to represent the organization publicly and engage with stakeholders including government, policy makers, and partner organizations.
- Experience in organizing community events, health education or policy work.

### **Strategic Thinking & Leadership**

- Ability to contribute to long-term planning and help shape the organization's direction.
- Strong decision-making skills to support the Executive team and ensure accountability.
- Must possess strong communication skills.

### **Commitment to Board Duties**

- Regular attendance at Board meetings, participation in committees, and engagement in special events.
- Willingness to serve for the full board term, typically 2-4 years.
- Open to working to support a team of volunteers or staff in a diverse setting.

### **Training:**

- Complete Board of Directors Orientation.
- Select a fellow Board member for mentorship.
- Attend other training sessions on applicable subject matter.

### **Benefits for Directors:**

- Making a meaningful impact on the organization, and the people that work at SafeLink Alberta and are served by the organization.
- Participation in leadership roles, on the Executive Committee or leading or chairing a committee.
- Become an integral part of the decision-making process for a not-for-profit organization.
- Gain committee experience, facilitation skills and the opportunity to network.
- Volunteer hours and participation can be tracked, and can be provided, upon request, for various purposes required by the volunteer such as references.

- Access to opportunities to develop public speaking skills.
- Receive invitations to volunteer at appreciation events, special agency events, workshops, and community celebrations.
- Receive the SafeLink Alberta community newsletter.

### **Application Requirements**

- Complete a volunteer application.
- Submit a letter of interest.
- Submit a CV.
- Submit references upon request.
- Participate in an interview with the Nominations Committee Board of Directors representatives.
- Complete a Police Background Check
- Read and sign the Volunteer Contract and Oath of Confidentiality documents.

**Signature**

Board Member printed \_\_\_\_\_

Board Member Signature \_\_\_\_\_