

## **Board Member Position Description**

### **ACCOUNTABILITY**

The Board of Directors (BoD) of the London & District Construction Association (LDCA) is collectively accountable to the members, community, funders and other stakeholders. They are accountable for the LDCA's performance in relation to its mission and strategic objectives, and for the effective stewardship of financial, human and other resources and assets.

### **AUTHORITY**

The BoD possesses full authority over the LDCA's business. Individual board members (Directors) have no authority to approve actions for the Association, to direct staff, or to speak on behalf of the LDCA unless given such authority by the board.

### **TIME COMMITMENT**

Six hours a month (board meetings, preparing for board meetings, participating in committees and attending special events)

### **TERM OF OFFICE**

Two-year term, renewable indefinitely, until resignation or removal.

### **RESPONSIBILITY**

Directors are responsible for acting in the best long-term interests of the LDCA and the community and will bring to the task of informed decision-making a broad knowledge and an inclusive perspective.

### ***Principle Duties:***

Every Director, including the Board's officers, is expected to do the following:

- Prepare for and participate in board meetings
- Listen to other Director's views, advocate their own, identify common interests and alternatives, and be open to compromise
- Support board decisions once made
- Participate in setting LDCA's vision, mission and objectives and development of its strategic direction
- Help the board monitor the performance of the LDCA in relation to its vision, mission, objectives, values, reputation and other key attributes
- Adhere to the by-laws, code of conduct, conflict of interest and other policies that apply to the board
- Participate in the approval the annual budget and monitor the financial performance of the LDCA in relation to it
- Help establish, review and monitor operational policies
- Participate in the hiring of, and if required, the releasing of, the Executive Director (ED)

- Participate in the evaluation of the ED
- Identify prospective board members and possibly help recruit them
- Participate in the evaluation of the board itself (annual board self-evaluation)
- Contribute to the work of the board as a member of a board committee
- Attend and participate in the Annual General Meeting
- Be an ambassador for the LDCA – ensure one’s involvement is known within their own network of friends and contacts
- Keep informed about community issues relevant to the mission and objectives of the LDCA.

## **QUALIFICATIONS**

*The following are considered key job qualifications:*

- Competence - Executive level responsibility, experience and abilities; knowledge of, and involvement in, the construction industry and local community
- Commitment - To the LDCA’s vision, mission, objectives and strategic direction, fiduciary responsibilities (care and loyalty)
- Character - Openness to learning, good judgement.

## **EVALUATION**

Individual Director performance is evaluated annually in the context of the evaluation of the whole board and is based on the carrying out of duties and responsibilities as outlined above.

## **REMOVAL OF A BOARD MEMBER**

A Director may be removed from the board, by majority vote, by failure to adhere to the Code of Conduct or other policies that apply to Directors. Being absent from 40% of scheduled BoD meetings during the term of office without reasonable cause and/or notice will result in the automatic removal from the board unless otherwise determined by a decision of the board.