

Job Description

ICAD Board of Directors

Roles and Responsibilities

The Board shall be the governing body of the Coalition. It shall administer the affairs of the Coalition and have the power to enter into contracts in accordance with the objectives of the Coalition's Constitution. The Board shall manage the affairs and financial matters of the Coalition taking into consideration the recommendations of the Executive Committee and the Membership.

The Board shall have the power to delegate authority for specific matters to any of its established Committees, or to any Officer of the Coalition.

Responsibilities

1. Act in the best interest of the organization
2. Govern, not manage, the organization
3. Contribute to defining the strategic directions of the organization
4. Ensure needed resources for the organization, including adequate funding
5. Provide links to members and the community at-large; promote ICAD to the community at large
6. Participate on Board Committees
7. Set policy
8. Abide by the by-laws and the various policies and procedures of the organization
9. Monitor finances and implementation of programs
10. Adopt key operating policies and procedures
11. Ensure creation of a long-range plan for the organization
12. Attend meetings and activities of the Board and Committees unless inhibited from doing so by significant circumstances
13. Approve the terms of reference for all standing and ad hoc Board Committees
14. Hire and terminate the Executive Director; undertake performance review of the Executive Director
15. Delegate appropriately to the Executive Director
16. Elect Board Executives and periodically review their performance
17. Come prepared and informed to Board meetings
18. Participate in discussions and decision-making of the Board
19. Keep the Executive Director informed of membership and community concerns and issues
20. Serve for the elected term

Meetings

Meetings of the Board shall be held at least four times a year. The Board of Directors meets face-to-face at least once a year for the Annual General Meeting (AGM), and has teleconference meetings each quarter between the annual meetings. The annual meetings are generally held in Ottawa and ICAD covers travel expenses related to participation in the meeting.

Should a Board member miss two consecutive meetings, (s)he will be approached by the President to assess his/her capacity to participate on the ICAD Board. The discussion will include an analysis of ways of overcoming the obstacles that prohibit participation and a consideration of resignation from the Board if the obstacles cannot be overcome.

Qualifications

- Familiarity with ICAD, including its mission and structure
- Knowledge of, and commitment to keep current with, HIV/AIDS and international development issues
- Ability to commit 5 working days plus 1-2 weekends a year
- Strong communication skills
- Ability to work as a part of a team
- Knowledge of, and skills in, finance, programming, human resources, fundraising, public relations and/or legal issues

Exclusions

- Staff members and relatives of the Executive Director are not eligible to be members of the ICAD Board of Directors

Assets include

- Previous membership on a not-for-profit Board of Directors
- Ability to communicate in English and French
- A sense of humour and patience