

POSITION DESCRIPTION

Position Title: **Director at Large**

Position Responsibility: To work for the betterment of the Fanny Bay Community Association (FBCA) in keeping with the Constitution and Bylaws.

Essential Duties:

- Undertake such scope of work for the Board that will benefit the Board and/or the membership of the FBCA, either by volunteering for specific projects or at the request of the Board Executive or another Director.

General Duties:

- Attend Board and/or committee meetings regularly, and inform the president or secretary in advance if unable to attend a meeting.
- Understand the rules of procedure and proper conduct at meetings so that Board decisions can be made in an efficient and expeditious manner.
- Prepare for meetings and public presentations prior to any appearance at same.
- Serve on committees and offer to take on special assignments as life allows.
- Maintain clear and timely communications with all members of the Board, as appropriate.
- Volunteer at FBCA events whenever possible and life allows.
- Keep a record of the hours spent on FBCA work, including responses to emails or other correspondence; regularly submit your hours to the person responsible for collating this information.
- After each AGM ensure all pertinent previous year(s) records and documents held by the incumbent are entered into the FBCA archives in electronic or hard copy format.
- When retiring as a Director, provide notice in writing to the Board as per the Societies Act of BC.

Approx. hours per month	Description of Duties
2.5	Preparing for and Attending board meetings
5	Communications with Board members
2.5	General work