



Board of Directors Job Description: Director at Large

Reports to: BHCA Board of Directors
Term of Office: One year
Time Commitment: Five hours per month (meetings, preparation, action items, projects)

The mission of the Beddington Heights Community Association is to create opportunities for the community to connect, participate, communicate and learn. Our vision for Beddington Heights is a community with caring and engaged residents, accessible programs and services, beautiful open spaces and a safe and welcoming atmosphere.

Responsibility (the official part)

The Board of Directors is the legal authority for the Beddington Heights Community Association (BHCA) and in accordance will act on behalf of and in the best interest of the BHCA. The Board of Directors are collectively accountable to the community, funders and other stakeholders and accept fiduciary responsibility for the BHCA as per Bylaws. They are accountable for BHCA's performance in relation to its mission and strategic objectives and for the effective stewardship of financial and human resources related to BHCA programs and services, including our Before and After School Program.

Benefits (the fun part):

- Get to know your neighbours and fellow community volunteers
- Practice your current skills or learn new ones in a friendly environment
- Learn more about what is happening in your neighbourhood and City
- Create meaningful programs, events and opportunities for residents to connect
- Give back to the community in a meaningful way

General Duties (the work part)

Every member of the BHCA Board of Directors is expected to:

- Be a member in good standing of the BHCA
- Demonstrate loyalty, commitment and fiduciary responsibility to BHCA
- Assist in developing and maintaining positive relations among the board, committees and communities
- Maintain confidentiality in relation to discussions and reports not publicly available
- Abide by BHCA bylaws, code of conduct, and policies
- Be adequately informed on community issues and BHCA matters



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- Participate in discussions and decisions in matters of policy, finance, programs, events, personnel and advocacy
- Prepare for and arrive on time for all required meetings
- Participate on at least one committee (i.e. Reimagine Beddington) or lead one initiative (events, volunteering, communications)
- Participate in the recruitment and orientation of new board members
- Approve the budget and monitor financial performance and other matters in relation to it, including appointing independent auditors at the Annual General Meeting
- Be assured that the BHCA and committees are adequately informed of and monitoring - the condition of BHCA and its operations
- Attend and participate in the Annual General Meeting
- Participate in fundraising activities as needed, including casinos every 18-24 months
- Participate in the development of the BHCA's strategic plans, annual review and budget
- Ensure all required government, AGLC, and grant reports are prepared and submitted in a timely manner
- Develop, monitor, review and approve all policies that guide operation practices and other recommendations received from the board, its committees and staff
- Monitor the performance of the organization in relation to strategy and objectives
- Review and monitor board conduct and compliance with bylaws and policies
- Participate in any other way that is helpful to the advancement of the organization

Qualifications (the personal part)

- Responsible and community-minded
- Knowledgeable or curious about the community and its residents
- Committed to BHCA mission and strategic direction
- Open to new projects and ideas
- Able to create and work in a team environment
- Collaborative, inclusive and respectful

Removal of a Board Member:

A director may be removed from the board, by majority vote, if absent from three meetings without reasonable cause or if acts against the best interests of the Association as per Bylaws.

Contact: bhca@beddingtoncommunity.ca for more information or to express your interest!