

Duties and Responsibilities of All Voting HPI Board Members (Approved by HPI Board on January 11, 2012)

GOALS: Together with the rest of the Board of Directors, to take responsibility for:

- setting the appropriate direction (and monitoring achievement of that direction);
- overseeing operations (and ensuring effective and efficient processes); and
- fiscally sound resources and risk management;

for the High Park Nature Centre by providing leadership, advice, direction and support to the staff and volunteers.

MINIMUM DUTIES AND RESPONSIBILITIES:

1. Communication and Preparation

- a. Prepare for each board of directors meeting by reading material distributed prior to the meeting, and gathering whatever information may be required or requested by agreed on deadlines;
- b. Be accessible and responsive, both by phone and by e-mail, to staff and other board directors as needed; and
- c. Attend all regular and special board meetings and participate in the proceedings. Listen and be respectful of other board members and staff's opinions. It is understood that if a board member is absent from three or more consecutive board meetings – except in extraordinary circumstances – then he or she shall be officially resigned, and the board chair shall notify the member and proceed to filling their position.

2. Time

- a. Contribute at least 5 hours per month on average working for the organization (2 hrs board meeting; 2 or more hrs on primary area of responsibility; 1 hr background).
- b. Maintain knowledge of current programs and staff of the organization.

3. Set Appropriate Direction

- a. (i) Provide expertise, guidance, and collaboration with staff and other board members in area of board portfolio on initiatives and projects in alignment with organization's goals and initiatives and its strategic plan, if one exists.
(ii) Assume responsibility for at least one primary area (of the board's strategic plan, if one exists) and make sure that the appropriate goals and deliverables are met, and that progress and changes are regularly communicated.
- b. Ensure key opportunities are identified and acted on (with rest of Board).

4. Resources and Risk Management

- a. Ensure key risks are identified and mitigated (with rest of Board).
- b. Assist in fundraising, by soliciting the financial support of others, and by sharing resources and talents with the organization including contacts for support.; and
- c. Make a significant personal contribution to the organization (a combination of time, organization and participation in Nature Centre events, as well as any financial contributions, where possible). Board members must also be in good standing as HPNC members to remain on the board.

5. General

- a. Serve as an advocate of the organization to the public and constituent groups and build relationships within the community.
- b. Act in loyalty to the organization, its vision and mission including immediate disclosure of any conflict of interest that Board member may have.
- c. Hold in confidence information given to the board, as appropriate.
- d. Identify potential volunteers and candidates for the board or its committees