

# Board Member Job Description

Position: **Board Member/Director (Volunteer)**

**Time commitment:** Average of 5 hours per month for board and committee meetings and preparation. Additional hours based on optional participation in events, projects, etc.

**Term:** Two years, appointed or elected bi-annually at the Annual General Meeting (term may be renewed 4 times for a total of 8 years)

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Applegrove is a multi-service community organization that works with community members and partners to offer programs and services for people of all ages, host activities, support action on local issues and provide local job and volunteer opportunities in support of a caring, inclusive and vibrant community. The Applegrove mission is to be a vibrant and welcoming place that delivers programming to foster joy, promote wellbeing, enrich lives and build community.

Board members are critical contributors to Applegrove's success. They play a unique role in ensuring that programming, strategy, finance, administration and policy work together for Applegrove to accomplish its strategic goals. The Board is collectively accountable for Applegrove's performance in realizing its mission and achieving its goals, for effective stewardship of financial and human resources, and for the overall quality of its programs and services.

Applegrove is one of 10 Association of Community Centres (AOCCs), which are volunteer board-run multi-purpose facilities providing community, recreation and social service programs to residents in the local community. As an AOCC, Applegrove is an agency of the City of Toronto and a not-for-profit charity – both entities function collectively as one organization. Facility and core administrative costs are funded by the City while program-related costs are funded through fees, donations and grants.

Applegrove Board members therefore sit on two boards:

- 1) Board of Management: appointed by and accountable to City Council for the overall management, operation and maintenance of the community centre.
- 2) Board of Directors: the legal authority for the non-profit organization.

The same individuals sit on both boards, except the Board of Management also includes a representative of the Toronto District School Board.

## **Responsibilities of the Board**

- Overall management, operation and maintenance of the centre, ensuring compliance with the relevant by-laws, applicable laws and applicable City policies
- Ensuring strong financial oversight and management, risk mitigation, and strategic planning
- Overall development, funding and management of all Applegrove programs
- Approval of the annual administrative budget for recommendation to City Council
- Approval of the annual program budget
- Approval of the Annual Financial Statements for the City agency and not-for-profit/charity
- Approval of all programs including fees for the use of facilities and programs if applicable
- Development of resources to support Applegrove activities, programs and services
- Review organizational constitutions and bylaws, and recommend changes to the membership
- Hiring and evaluation of the Executive Director
- Ensuring that the not-for-profit/charity is carrying out the purpose of the organization

## **Responsibilities of Board Members**

- Fully understand the role of the Board, for both the City Agency and non-profit/charity
- Prepare for and participate fully in board meetings
- Participate fully in at least one Board committee
- Be familiar with and abide by the by-laws and other policies that apply to the board
- Maintain confidentiality and declare any conflicts of interest
- Work respectfully and positively with board members and Applegrove's management team
- Listen to others' views, advocate their own, and support governance decisions once made
- Participate in the development of Applegrove strategic and organizational plans
- Act ethically, honestly, in good faith and make decisions in Applegrove's best interests
- Avoid representing the specific interests of one constituency group
- Appropriately represent and promote Applegrove in the community
- Maintain their status as Applegrove members

Onboarding and other supports are available to help members meet board and board member responsibilities.

## **Eligibility**

Board members must meet the following eligibility requirements:

- i. Live in the City of Toronto
- ii. Be at least 18 years old and a member of Applegrove member
- iii. Not be an employee of the City of Toronto; the spouse, child or parent of a Member of Toronto City Council; or employed by or serving on the board of another City Agency, Board, Commission or Corporation (Business Improvement Area membership is allowed)
- iv. At least 5 of the 9 elected members of the board must reside in Applegrove's catchment area (Jones to Woodbine Avenues, Lake Ontario to the railway tracks north of Gerrard Street)