GATEWAY
CENTRE FOR LEARNING

October 2013

Volunteer Job Description

Position: Board Member

Location: Work is generally performed at the GCFL office, in community settings and at home

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Gateway Centre for Learning so as to support the organization's mission and needs.

a) Organizational leadership and advisement
b) Organization of the board of directors, officers and committees
c) Formulation and oversight of policies and procedures
d) Financial management, including adoption and oversight of the annual budget
e) Oversight of program planning and evaluation
f) Review of organizational and programmatic reports
g) Promotion of the organization
h) Fundraising and outreach
i) Attend and participate in meetings on a regular basis, and special events as able
j) Participate on a standing committee of the board, and serve on ad-hoc committees as necessary
k) Understand the policies and procedures of Gateway Centre for Learning

Qualifications: The following are preferred but not mandatory

a) Knowledge in governance, policy, finance, programs and personnel
b) Willingness to serve on at least one committee and actively participate
c) Attendance at monthly Board meetings
d) Attendance at Annual General Meeting
e) Be aware and abstain from any conflict of interest

Commitment: Minimum 1 year preferred. Maximum terms are dictated per the by-laws (available upon request).

Training: Training provided.

Other: For additional information please contact: Jennifer Ellis, Executive Director at ed@gatewaycentreforlearning.ca