

## Volunteer Job Description

**Position:** Board Member

**Location:** Work is generally performed at the Gateway Centre for Learning 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](mailto:ed@gatewaycentreforlearning.ca)