



## Board Director

### **ROLE DESCRIPTION & RESPONSIBILITIES**

For nearly two decades, the Edmonton Chamber of Voluntary Organizations (ECVO) has been working to strengthen and promote Edmonton's non-profit sector by providing leadership on cross-cutting policy matters and giving voice to critical issues that impact the sector.

ECVO supports organizations to achieve their missions and sustain their operations and services through capacity-building programming and resources, as well as networking and sense-making. ECVO is a member-based non-profit organization serving the Metro Edmonton community, though its programs are available to organizations throughout Alberta.

### **MISSION**

To strengthen the public service voluntary sector in Metro Edmonton by:

- Leading in the voluntary sector
- Building capacity within the voluntary sector, and
- Giving voice to issues that impact the voluntary sector's ability to be effective

### **VISION**

A strong, vibrant community strengthened by an effective voluntary sector working with government and business.

### **PRINCIPLES**

- We serve Metro Edmonton in all its diversity and strive to be as inclusive as possible in our relationship building and issue-championing.
- We aim to be a collective voice by working collaboratively through partnerships, alliances, and working agreements.
- We are committed to strong working relationships with the non-profit sector, business, and government.
- We do not duplicate the services provided by our members and partners.
- We operate in a way that is socially, financially, and environmentally responsible.

### **POSITION OVERVIEW**

ECVO's board of directors guide the organization towards achieving its strategic goals, while also driving systemic transformation towards a more equitable and inclusive sector.

Board Directors govern through policy to ensure sound, ethical, legal, and financial management practices for the organization. This includes approving the annual budget and ensuring the organization has sufficient resources to achieve its mission.

ECVO greatly values diversity of thought and experience and believes this is essential to a thriving board, organization, and sector. We strive to maintain a board of directors that represents the incredible diversity of the non-profit sector, and welcome all applicants regardless of race, religion, gender identity, disability, or status.

## **ROLE & RESPONSIBILITY OF THE BOARD**

- Advise, govern, and oversee policy and direction and assist with the leadership and general promotion of ECVO to support the organization's mission;
- Review, recommend, and revise board policies;
- Annually review the performance of the Executive Director;
- Examine and approve changes to membership criteria, provide guidance on member engagement, and support efforts to grow ECVO's membership;
- Participate in the development of strategic plans and annual reviews;
- Provide direction and approval on the organization's annual operating budget;
- Elect Board Executives, including Char, Vice-Chair, Treasurer, and Secretary;
- Establish and participate in committees, as required;
- Approve recommendations received from the Board, standing committees, staff, and the community to enhance ECVO's mission;
- Appoint individuals to represent ECVO on appropriate external committees.

## **COMMITMENT**

Board Directors are elected for a term of three years with an option to renew for one additional three-year term. Directors must hold an individual ECVO membership throughout the duration of the term.

The Board normally meets five times per year, with meetings held in June, September, November, January and March. All Directors are expected to participate in or attend the yearly Annual General Meeting, held in May.

Directors are expected to serve on at least one standing committee: Governance Committee; Finance, Audit and Risk Committee; Membership Committee; Equity, Diversity, and Inclusion Committee. Additional ad-hoc committees are established on an as-needed basis.