

## **Job Description**

# **REAL Board**

## **-Member-**

### **Purpose of the Position**

The REAL Board member provides direction, guidance and support to the board, committees, membership and volunteers of REAL in fulfilling the mission, vision and goals of the organization.

### **Location**

- REAL is based in Smiths Falls. Meetings are held at the REAL Environment Centre, Smiths Falls.

### **Duties and Responsibilities**

#### **Board members will:**

- hold a current membership in REAL
- conduct themselves in accordance to the REAL Code of Conduct
- be familiar with REAL as an organization: its mission, goals, operations, projects, strategic plan etc.
- prepare for and attend monthly board meetings
- prepare for monthly board meetings by reviewing minutes and relevant reports
- share in the responsibility of making decisions on behalf of REAL based on its mandate
- support the decisions of the board
- attend other meetings as required by the Board ( 4 - 6 per year) to discuss / review special issues
- be board liaison for at least one committee or ongoing project or program as outlined in the by-laws as applicable
- assist in recruiting volunteers
- work with the Environmental Projects Manager and REAL Deal Executive Director to achieve the organization's mission
- report on the activities of the assigned committee at monthly meetings
- take on tasks as necessary to achieve REAL's goals e.g. research an issue, contact a municipal representative, organize or participate in a REAL event
- assist in recruiting volunteers
- plan, deliver and/or participate in 1 or more REAL events, projects, fund raising events and/or, programs on a regular basis

#### **Board Members will Support REAL by :**

- being a positive role model for REAL and for environmental change in our community
- keeping the ongoing health and effectiveness of the organization in mind at all times
- being on the lookout for people and organizations that could be part of a mutually beneficial relationship with REAL
- attending or otherwise supporting REAL: public events, fundraisers, workshops,

- meetings with municipalities, etc.
- keeping informed of environmental issues, particularly at the local level
- contributing effectively to the decision-making process through research, discussion, participation and analysis of issues, challenges and opportunities

### **Time requirements**

Time requirements include approximately 10-20 hours per month to prepare for meetings, attend monthly and special meetings, committee participation and correspondence

### **Skills and qualifications**

- good communications and organization skills
- ability to work with others
- desire and time to contribute
- experience with other Boards an asset
- knowledge of REAL, its objectives and projects
- knowledge of the community

### **Benefits to the Board member and to REAL:**

- CONNECT with others and make new contacts.
- NETWORK with like minded people.
- CONTRIBUTE your time to your community and work with a long standing, successful environmental organization.
- GAIN and SHARE valuable leadership and organizational skills.
- do HANDS ON environmental work such as waste reduction, curb climate change
- PLAN, ORGANIZE, or DELIVER projects and programs
- FUNDRAISE
- contribute to a productive and healthy board
- help REAL fulfill its mission

### **Orientation and training**

- A board member will be assigned to provide ongoing support
- Access to current policy and planning documents: REAL Board Overview document, By-Laws, Business Plan, operation policies, etc
- Volunteer coordinator or designate to provide orientation on volunteer policies and procedures

### **Level of Screening Required**

- Application and Interest Form Completed
- Submission of a current resume or bio
- Interview Completed by two current board members
- 2 personal reference/recommendation checks completed
- Criminal Records Check completed

### **Board Intra Relations**

- Board members are equal, work together and aim for consensus. Difficulties should be reported

to the President or Vice President

**Safety Considerations/Precautions**

- All board decisions are to be made with the health and safety of staff, board members and volunteers in mind.

Date description developed: March 2010

Date reviewed/revised: