

## **Job description of a Susila Dharma Canada Board Member (rewarding and fulfilling unpaid volunteer position)**

All registered non-profit societies are required to have a Board of Directors who carry on the business of the association according to its official by-laws. The number of directors, the length of their terms and their roles are described in these by-laws. Basically, the Board of Directors is the body which is charged with managing the affairs of the corporation including the authorization of expenditures, the assignment and approval of executive positions and other actions which further the objectives of the corporation.

### **Tasks and Responsibilities of a Board Member**

- Attending and participating at meetings of the board scheduled from 4-8 times a year, mostly consisting of conference calls of 60-90 minutes duration.
- Reading material sent in preparation for the conference calls on funding requests, other budgetary items, policies, reporting and other business items required for our operation.
- Responding in a timely manner to requests for a vote or decision by email on urgent and non-urgent matters.
- Sharing in the necessary work of the organization, either on the executive, as a liaison for projects, helping in communications or any other area where there is a need.
- Attending the AGM if possible.
- A rough estimate of the time involved for a non-executive director would be from four to eight hours a month.

**Please consider carefully whether or not you have the time to fully commit to this position. As a team of Directors, we rely on each other's participation to operate effectively.**

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The job can be very rewarding for a person who wishes to commit some time and energy to helping others better their lives, to be part of a

service that enriches the lives of those less fortunate than us. If this position sounds like it could be a good fit for your life please consider joining us.