



Job Description - Board Member/Director

Position Title: Board Member/Director

Authority/Responsibility: The Board of Directors is the legal authority for the Ontario Farmland Trust (OFT). As a Member of the Board, each Director acts in a position of fiduciary care for the organization and is responsible for effective governance and management.

Requirements:

- Commitment to the mission and work of the Ontario Farmland Trust.
- Knowledge and skills in one or more areas of Board governance: policy, finance, agricultural programs, conservation programs, community outreach and/or fundraising activities.
- Willingness to serve on at least one committee and actively participate in OFT programs.
- Attendance at Board meetings, typically held in Guelph from late morning to early afternoon.
- An average commitment of 4 to 8 hours per month on Trust work (includes Board and Committee meetings, participation in events, tasks for volunteers, meeting preparation and personal follow up).
- Attendance at Annual General Meeting, Board Retreats, Learning Programs, Farmland Forums etc.
- Participate in and support fundraising activities for the OFT as part of annual campaigns and as the need arises within the Board Member's schedule of available volunteer time.
- Be well informed of the programs and services provided by the OFT and publicly support them.
- Prepare for, ask questions and participate in the discussions and the deliberations of the Board.
- Be aware of, make appropriate formal declarations and abstain from any conflict of interest.
- Be a current general member and volunteer in good standing of the Ontario Farmland Trust.
- Make a personal financial contribution that is meaningful to the individual Board Member.

Major Duties:

- Governing the OFT with the broad policies developed by the Board.
- Establishing overall long and short term goals, objectives, priorities and initiatives for OFT in meeting the needs of the community and reaching out to the stakeholders that OFT serves.
- Recommending policies, programs, priorities & projects for approval of to the Board.
- Promoting OFT membership through community networking and personal outreach.
- Being accountable to the funders for the services provided and funds expended by the organization.
- Monitoring and evaluating the effectiveness of OFT through regular review of programs and services.
- Being accountable for decisions and seeking nominations for election to the Board when appropriate.
- Fostering a positive work relationship with other Board members, Trust staff and OFT volunteers

Qualifications: Knowledge and skills in one or more areas of Board governance: policy, finance, agricultural programs, conservation programs, community outreach and/or fundraising activities.

Training: Board members must participate in annual orientation and training sessions.

Term: Board Members/Directors are elected at the Annual General Meeting in accord with the OFT Bylaws. Directors serve for a three year term with a maximum number of three consecutive terms.

Review/Approval: The Board Member job description is reviewed annually and approved by the Board

Current Status: Approved by Executive - Feb 06 2013
Approved by the Board - May 15 2013
Effective – May 16 2013
Next Review - Jan 2014