



Position: Board Member

Authority & Responsibility:

The Board of Directors is the legal authority for Smilezone Foundation. As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization. This position reports directly to the Chairman of the Board

Requirements:

- Commitment to the work of Smilezone Foundation
- Knowledge and skills in one or more areas of Board governance, policy, finance, programs, personnel, and/or advocacy
- Willingness to serve on one of the sub-committees
- Attendance at quarterly Board meetings
- Attendance at meetings of assigned sub-committees
- Support Smilezone special events
- Attendance and willingness to present at Grand Opening events
- Support of, and participation in, fundraising events

Term:

Directors serve for a two-year term.

General Duties:

- A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.
- A Director Should:
- Approve, where appropriate, policy and other recommendations received from the Board, its advisory committees and senior staff
- Monitor all Board policies
- Review the bylaws and policy manual, and recommend bylaw changes to the membership
- Review and support the development of Smilezone Foundation's annual report and strategic directions
- Approve Smilezone Foundation's annual budget
- Assist in developing and maintaining positive relations among the Board, committees, staff members and community to enhance Smilezone Foundation's mission

Evaluation:

A Director's performance is evaluated annually based on the performance of assigned Board requirements and duties.

Review Date and Approval Date:

The Advisory Committee annually reviews the Board Member job description. Recommended Changes are presented to the Board of Directors.

Interested applications should send their cover letter and resume to Meaghan Bachly at mbachly@smilezone.com