

## Director Job Description

### **Role of the Director**

A director is, together with the other directors who make up the Board, responsible for ensuring that the Yamaska Literacy Council fulfills its mission

### **Training**

The 12-hour Yamaska Literacy Council Basic Literacy Tutor Workshop in addition to a Board orientation session

### **Commitment**

A commitment of two years (summer excluded) is requested

### **Hours**

Directors are expected to attend one to two hour executive meetings approximately every two months, plus serve on one committee

### **Place of Work**

The YLC Literacy Centre

### **Duties**

Directors work together and do not have individual authority

A Director must:

- Provide leadership
- Ensure the continuance of the Board through the nomination process
- Understand YLC's mission and mandate
- Set policy for YLC
- Ensure that effective organizational planning takes place
- Ensure that funds are properly managed
- Know and understand the financial statements
- Know the Board's legal obligations and ensure they are followed
- Approve the hiring and releasing of staff
- Represent the YLC membership
- Uphold the confidentiality of Board discussions
- Examine and review recommendations as proposed by committees
- Be familiar with YLC's by-laws, policies, and strategic plan
- Attend and participate in Board meetings as outlined in the by-laws
- Participate in committee work
- Prepare for meetings by reading background material
- Publicize Council activities