



The Edmonton Neighbourhood Watch Program Society

BOARD MEMBER-AT-LARGE

Job Description

Position Summary

The **Board Member-at-Large** is primarily responsible to provide support to all members of the Board in connection to their roles as Directors.

Position Type

- Volunteer Position for not-for-profit organization
- 2 Year Term
- Option to extend upon direction of the Terms of Reference/Bylaws of the Board of Directors

Reporting Structure

The Board Member-at-Large is accountable to the Board of Directors under its directions.

Authority

Board Members work both individually and collectively in managing The Edmonton Neighbourhood Watch Program Society's affairs through the Business Plan and Strategy Plan in conjunction with its policy and budget. The Board Member acts on the Board's behalf in accordance only with Board's motions and policy guidelines and only as requested and in accordance with Board's resolutions with respect to representation of the organization.

Qualifications & Requirements

- An understanding of the effective functioning of a charitable/not-for-profit organization
- Familiarity with structure and process of board and/or committee meetings
- Possibly some experience in not-for-profit environment
- Integrity, loyalty, and discrete personality
- Strong organizational skills, communication skills, time management and ability to meet deadlines
- Decisive, innovative, and flexible with the ability to compromise and strongly service oriented
- A member in Good Standing
- Must pass a Special Enhanced Police Information Check conducted by the Edmonton Police Service

Primary Duties and Responsibilities

- Serves on the Executive Committee
- Notifies Board Members of matters that need approval
- Provide candid, open and honest feedback and evaluation when appropriate
- Attend and participate in Board Meetings monthly
- Attend Annual General Meeting annually
- Keep Board informed (on a timely basis) of significant issues that need attention
- Provide guidance and advice to Board on process issues such as establishing and interpreting terms of reference, decision-making and accountability
- Able to show leadership and involve in decision making

General Responsibilities as Board Members

- Understand and demonstrate a commitment to the organization's mission and programs
- Keep up to date with issues and trends that affect the organization
- Prepare for meetings by reading agendas, minutes, reports and other documentation required to actively participate in them
- Contribute skills and knowledge by participating actively in meetings and committee work
- Make inquiries when clarification or more information is needed
- Understand and monitor the organization's financial affairs
- Make serious commitment to participate actively in committee work
- Avoid any potential conflicts of interest
- Understand and maintain confidentiality
- Ensure the organization is complying with all legal and regulatory requirements
- Willingly to assist and accept assignments for the benefit of the organization

Establish, maintain and advance community relations

- Able to attend events on behalf of ENW representing the organization within the community
- Undertake activities within the Community that enhance the visibility of the organization

Terms

Directors are elected for a two-year term at the Annual General Meeting of the Members

Performance Criteria

- Enhancement of the organization's image
- Successfully carrying out the prime functions of the position description
- Development of strong working relationships with:
 - Edmonton Police Service
 - Complete Community Representative Training
 - Edmonton Neighbourhood Watch Board Directors
 - Partnerships
 - Community Members and Ambassadors
 - Government representatives
 - Other organizations and funding agencies

Essential Functions

- Communication
- Flexibility and adaptability
- Analytical thinking skills

APPLICATION PROCESS:

DEADLINE: JANUARY 31, 2018

Interested applicants should send a Cover Letter and Resume at admin@enwatch.ca Website: enwatch.ca