



# HALIBURTON COUNTY DEVELOPMENT CORPORATION

*A Community Futures Development Corporation*

## HALIBURTON COUNTY DEVELOPMENT CORPORATION

### BOARD MEMBER JOB DESCRIPTION

#### PRIMARY RESPONSIBILITIES:

- To provide local volunteer leadership in accordance with the mandate of the Community Futures Program and the Goals and Objectives of the Haliburton County Development Corporation (HCDC).
- To identify and direct implementation of Community Economic Development Programs in accordance to the perceived needs of Haliburton County, taking the lead and interfacing with community leaders and governments in this process.
- To guide the HCDC programs and services in a direction that will enhance long-term, self sufficient economic and community development growth for all its shareholder communities in Haliburton County.
- To serve on committees of the HCDC as required in the By-Laws of the HCDC.

#### FUNCTIONAL ACTIVITIES:

- Utilizing staff resources initiate, develop and maintain a current strategic plan which defines the needs of the County, the direction the Board intends to take the program in response to those needs, the activities to be undertaken and the anticipated results.
- Provide leadership and guidance to the HCDC staff in matters of professional development, community business needs and marketing HCDC services and programs.
- On an as-needed basis, be prepared to assist/mentor potential or existing clients in matters of their business or business idea as well as with matters of community business opportunities and business market analysis (this could include areas of advertising, marketing, business planning, budgeting, inventory levels, etc.).
- Act as an ambassador for the HCDC, actively marketing awareness and promoting its activities, programs and community benefits at every opportunity.
- Stay abreast of and communicate to all Board and staff your community's needs.
- Maintain/liaison with other regional CFDC's.
- Ensure the Executive Director, through the resources made available to him/her is providing services to the residents of Haliburton County.
- Serve on the Investment Committee, CED Committee or Executive Committee.
- Oversee the direct initiatives of the Haliburton County Development Corporation and especially the functions of the Executive Director as well as at "arms length", follow the overall operation of the three standing committee's.

#### GENERAL

- The Board members are elected for a three (3) year term that may be renewed for 2 additional terms. The Board of Directors will meet a minimum of four (4) times each year.
- Board members are asked to take a keen interest in and develop a sound knowledge of the economic and community needs of the County and to work with community economic development and job creation initiatives.
- Board members are asked to make the time available for the majority of, if not all board meetings. Additionally each board member is asked to support the HCDC initiatives by attending community held meetings to add credibility to our role in the County. Recognizing you may have other life commitments, these requests will be kept to a minimum.
- Board members are encouraged to attend community forums on behalf of the Board/community; and constantly updating/soliciting input from them on key strategic plan and/or operational matters.
- Review and ensure a full understanding of the Corporation's memorandum and Articles of Incorporation. Where appropriate, recommend to the Board necessary updates and/or deletions. Members are asked to be familiar with and to support the strategic plans, initiatives and policies of the HCDC.
- Board members will complete and sign a confidentiality agreement annually with respect to all personal and financial matters of HCDC client information.

#### KNOWLEDGE ABILITIES AND SKILLS

- An understanding of financial statements
- An interest in local, regional and provincial community development
- Board experience and interest in leadership opportunities.