



HALIBURTON COUNTY DEVELOPMENT CORPORATION

A Community Futures Development Corporation

HALIBURTON COUNTY DEVELOPMENT CORPORATION (HCDC)

BOARD MEMBER JOB DESCRIPTION

PRIMARY RESPONSIBILITIES:

- To provide volunteer leadership in accordance with the mandate of the Community Futures Program
- Advocate for our Missions Statement and the Strategic Statement and represent the organization in the community
- Take a keen interest & develop a sound knowledge of the needs in community economic development and job creation
- To advocate for the mission of the HCDC programs and services that will enhance economic and community development
- To serve on committees of the Corporation as required in the By-Laws of HCDC.
- To provide strategic direction and governance

FUNCTIONAL ACTIVITIES:

- Utilizing staff resources initiate, develop and maintain a current strategic plan which guides the activities of the Corporation.
- Ensure the organizations financial health and sustainability
- Provide guidance and leadership to the HCDC staff in matters of professional development, community economic development
- Act as an ambassador actively marketing awareness and promoting HCDC's activities, programs and community benefits
- Serve on one of the working Committees of the Corporation; Investment, CED, The Link Committee or Executive

GENERAL:

- The Board members are elected for a three (3) year term that may be renewed for 2 additional terms. Will have the ability to commit to a 3-year term
- The Board of Directors will meet a minimum of four (4) times each year. Board members are asked to make the time available for the majority of, if not all board meetings. Additionally, each board member may be asked to support the HCDC initiatives by attending community 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; and constantly updating/soliciting input from them on key strategic planning and/or operational matters.
- Review and ensure a full understanding of the Corporation's Articles of Incorporation and By-Laws.
- Members are asked to be familiar with and to support the strategic plans, initiatives and policies of 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
- Previous Board experience and interest in leadership opportunities