

Hamilton Mental Health Outreach

987 King Street East, Suite 103, Hamilton, ON L8M 1C6
Phone: 905-522-9767 Fax: 905-522-9826

BOARD MEMBER POSITION DESCRIPTION

ACCOUNTABILITY:

- The Board of Directors is collectively accountable for the organization's performance with respect to the mission and objectives of the organization and for the stewardship of financial resources.
- The Directors are accountable to key stakeholders including our funder, the Hamilton Niagara Haldimand Brant Local Health Integration Network, and the community in general.

RESPONSIBILITY:

- Members of the Board of Directors act in a position of trust for the community and are responsible for the effective governance of Hamilton Mental Health Outreach (HMHO) including the rigorous pursuit of its mission and objectives and adherence to its core values.

AUTHORITY:

- The Board of Directors is the legal authority for HMHO.
- Board members have no authority to direct staff and volunteers or to act as spokespersons for the organization unless specifically authorized by the board.

TERM:

- Directors are elected by the membership at the Annual General Meeting in June. Directors serve for a three-year term and may be re-elected for two additional terms.

TIME COMMITMENT:

- Attend regular meetings of the Board of Directors, which are held at least 9 times per year and are approximately 1.5 hours in duration.
- Attend the Annual General Meeting in June.
- Be accessible for contact in between board meetings and monitor any email/mail exchange relevant to board activities.
- Serve as an active member of a board committee or the executive committee; as applicable, that may require a number of separate meetings per year plus individual committee task completion time.
- Participate in an annual board development session, normally a ½ day on the weekend in the fall.

EXPECTATIONS:

- Commitment to the mission, vision and values of HMHO and maintain confidentiality on Board matters.
- Be informed of the services provided by the organization and publicly support them.
- Prepare for and participate in the discussions and the deliberations of the board.
- Be aware of and abstain from any conflict of interest.
- Prepare in advance for decision-making and policy formation at board meetings.
- Take responsibility for self-education on the major issues before the board.

QUALIFICATIONS/SKILLS:

- Knowledge and skills in one or more areas of Board governance, such as policy, finance, programs, personnel, related volunteerism, etc. would be an asset.
- Knowledge of the community.
- Commitment to the organization's mission and objectives particularly promoting access to mental health care services.
- Openness to learning.

MAJOR DUTIES:

- Participate in annual and strategic planning for the organization in meeting the needs of the community.
- Monitor the performance of the organization in relation to the plans.
- Read and understand a set of financial statements (training provided).
- Annually review and approve the organization's funding strategy.
- Review, clarify and amend the mission and objectives of the organization as necessary.
- Develop, amend and approve by-laws and governing policies.
- Participate in hiring, evaluating and supporting the Executive Director.
- Participate in the recruitment of new board members.
- In general, utilize personal and professional skills, relationships and knowledge for the benefit and advancement of HMHO.

WORKING STYLE:

- Work as a team member in a positive, collaborative, consensus building manner with other Board members and the Executive Director.
- Support board decisions.
- Keep up-to-date on relevant community issues.
- Demonstrate and encourage innovative thinking.
- Foster a positive working relationship with other board members and Executive Director.
- Question and probe in a respectful, positive and constructive manner.