

**Position: Member at Large, Board of Directors**

**Purpose:** Provides governance to the organization, represents it to the community and accepts the ultimate legal authority for it.

**Tasks:**

Actively participates in monthly board meetings, reviewing information packages before the meeting and bringing relevant material to the meeting.

Approves recommendations after fair debate according to the centre's mission and vision

Annually reviews and approves the centre's operating budget; reviews results achieved by staff in regards to expenditures and revenues

Participates in annual and long term planning sessions

**Time Commitment**

Monthly board meeting – 4-5 hours a month, including attending meeting, reviewing minutes, preparing financial material

Participation in special events, Annual General Meeting, and training – 10-20 hours per year

**Skills required or considered an asset**

1-2 years volunteer experience

Good organizational and management skills

Good oral and written communication skills

**Training and skill development:**

Opportunity to participate in City and Volunteer Cambridge training events

**Working Conditions**

On site at the centre, public relations commitments in public areas

**Benefits**

Annual recognition event, reimbursement for training when approved, experience for resume

**Screening required**