

KMFRC Board of Directors – Volunteer Position Description

Position Description:

Reporting to the Board of Directors President, volunteers are responsible for acting in the best long-term interests of the KMFRC and the community. The ideal candidate will bring broad knowledge and an inclusive perspective to the role to assist the Board in informed decision-making to help the KMFRC facilitate the efficient operation of the organization.

Time Commitment:

Approx. 4-6 hours a month (Board Meetings, preparing for Board Meetings, participating in committees and attending special events)

Duties and Responsibilities:

- Believes in, practices and aligns program goals with organizational mission, vision, and values. These are the principles that shape our behaviors and actions as we strive to best support our military families:
 - ✓ **Trust:** *we build relationships based on mutual respect by listening to our clients, employees, volunteers, partners, and community members. We keep our word and provide reliable services and accurate, timely information.*
 - ✓ **Quality:** *we pursue excellence in everything we do to achieve the highest level of service for the needs of our military families and our community.*
 - ✓ **Integrity:** *we are honest with each other, our volunteers, our clients and our community. We are dedicated to being reliable and transparent in all that we do.*
 - ✓ **Respect:** *we value people, diversity, and equality. We treat all those we partner with, employ and serve with dignity and integrity.*
 - ✓ **Empowerment:** *we invest in staff and volunteers who take the initiative to support our clients and communities in enhancing their resilience and quality of life*
- Understand and demonstrate a commitment to the organization's vision, mission and programs
- Keep up-to-date with issues and trends that affect the organization
- Attend, and actively participate in, monthly Board Meetings
- Prepare for meetings by reading agendas, minutes, reports and other documentation
- Participate in ongoing professional development opportunities
- Contribute skills and knowledge by participating actively in meetings and committee work, and make inquiries when clarification or more information is needed
- Understand and monitor the organization's financial affairs and participate in the approval of the annual budget
- Avoid any potential conflicts of interest. Understand and maintain confidentiality
- Participate actively in at least one sub-committee (e.g., Fundraising)
- Ensure the organization is in compliance with all legal and regulatory requirements

- Participate in the review of the KMFRC's mission and objectives and in the development of a strategic plan (a MANDATORY requirement for all Board members).
- Help the Board to monitor the performance of the KMFRC in relation to its mission, objectives, core values and reputation
- Abide by the by-laws, code of conduct, conflict of interest and other polices that apply to the Board of Directors and support governance decisions once made
- Help establish, review and monitor operational polices
- Participate in the evaluation of the ED
- Identify prospective Board members and assist with Board recruitment as required
- Participate in the evaluation of the Board itself (via an annual Board self-evaluation)
- Attend and participate in the Annual General Meeting
- Be an ambassador for the KMFRC – ensure ones involvement is known within their own network of friends and contacts.
- Keep informed about community issues relevant to the mission and objectives of the KMFRC

Qualifications:

- Excellent organizational, written and verbal skills
- Detail oriented
- Strong interpersonal skills
- Works well independently and as part of a team
- Ability to adapt to shifting priorities and to problem solve
- Basic knowledge of Microsoft Office programs, including Word and Excel is an asset
- Ability to maintain confidentiality
- Bilingualism is an asset
- Current CPIC including Vulnerable Sector Check
- First Aid/CPR is an asset
- Strong knowledge of the Kingston Military community

Screening:

- All volunteers are required to complete our screening process, which includes provided the KMFRC with a CPIC including a vulnerable sector screening and 3 references.
- All volunteers must sign a comprehensive confidentiality agreement

Orientation/Training:

- All volunteers receive an orientation that covers KMFRC policies and procedures, AODA and WHMIS, with the Volunteer Services Worker
- KMFRC offers quarterly professional development/educational workshops on various topics. All volunteers are notified of upcoming workshops.

Special Conditions:

- Ability to attend evening Board meetings, and various events held throughout the year including, but not limited to, the AGM

The KMFRC invites applications from all qualified individuals. The KMFRC is committed to diversity and welcomes applications from women, visible minorities, Aboriginal Peoples, persons with disabilities and persons of any sexual orientation or gender identity.

- Physical Activity - Low levels of physical effort required with the ability to modify positions/move as needed (e.g., sitting at a desk, walking on even surfaces, keyboarding). On occasion, individuals may be required to lift up to 22 pounds (e.g., printed materials, supplies) and to carry items upstairs or from room to room for up to 30 minutes at a time.

Benefits:

- Gain hands-on skills and experience working for a not-for-profit Board
- Develop your resume, earn a Certificate of Achievement, and acquire references
- Grow confidence and resiliency within a supportive team setting
- Build social networks and gain new contacts
- Enjoy the satisfaction of helping others through volunteer work
- Give back to an organization that inspires and motivates you