

**Member of the Board of Directors of Realize  
 Job Description**

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<b>Length of Term:</b>	Two years, which may be renewed up to a maximum of four consecutive terms
<b>Time Commitment:</b>	Six to seven hours every two months (meeting participation, preparation time, event participation, etc.), plus 1-2 weekends a year
<b>Reports To:</b>	Board of Directors as a Whole

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**Role of the Board**

The Board of Directors (Board) is the governing body of the organization. It supports the work of Realize and provide mission-based leadership and strategic governance. The Board delegates the responsibility and authority to manage the day-to-day operations of the organization to the Executive Director (ED). The Board-ED relationship is one of partnership; the appropriate engagement and involvement of the Board is critical to organizational achievement and impact.

**Main Responsibilities of the Board as a Whole**

1. Ensures organizational continuity and financial viability in pursuit of Realize’s mission
2. Sets the strategic directions of the organization
3. Leads strategic planning and participates in organizational planning
4. Represents Realize to stakeholders; act as an ambassador for Realize
5. Keeps the ED informed of membership and community concerns and issues that may have implications for the work of Realize
6. Adopts an annual operating budget and provides overall financial oversight for Realize
7. Evaluate the Board’s performance and the overall performance of the organization in achieving the mission
8. Identifies, recruits and provides orientation to new Board members
9. Hire the ED and evaluate her/his/their performance
10. Develops, reviews and monitors the organizational policies<sup>1</sup> of Realize
11. Establishes procedures for good governance
12. Ensures adequate measures are in place to manage and mitigate risks to Realize

**Main Expectations of Board Members as individuals**

1. Believes in, commits and be an active ambassador of Realize’s mission, vision and values
2. Learn and keep informed about the Realize’s programs, policies, and operations
3. Prepare for and participate in Board meetings and be available to actively serve on Board committee(s)

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<sup>1</sup> Organizational policies are the policies relating to those management decisions that involve significant risk for the organization, and/or are fundamental to the ethics and reputation of the organization.

4. Make a personal annual financial contribution, commensurate with ability and personal circumstances, to support the work of Realize
5. Support the private/philanthropic contribution efforts of Realize. This may be done in a number of ways, taking into consideration each person's skills and level of comfort. Individual Board members may, for instance, conduct fund development related tasks (e.g. placing thank you calls to donors, representing Realize at events, leveraging your networks and professional contacts), helping to cultivate relationship with individual donors, institutional funders, volunteers and advocates, etc.
6. Abide by the by-laws, code of conduct and other policies that apply to the Board
7. Be familiar with the legal and fiduciary duties of a director and meet them

Individual Board members are not authorized or permitted to represent Realize or the Board in any official capacity, unless otherwise authorized by the Board.

### **Meetings**

Meetings of the Board shall be held approximately every two months. The Board meets face-to-face at least once a year for the annual meeting, and has teleconference meetings between the annual meetings. Realize covers travel expenses related to participation in the meeting. Should a Board member miss two consecutive meetings, she/he/they will be approached by one of the co-chairs to assess his/her/their capacity to participate on the Realize Board. The discussion will include an analysis of ways to facilitate participation.

### **Key Qualifications**

- Commitment to Realize's mission, vision, values and strategic directions
- Knowledge of the field of HIV and rehabilitation and/or episodic disabilities
- Knowledge of and skills in finance, fundraising/ fund development, research, education, law, public policy and/or public relations
- Ability to commit approximately 6-7 hours every two months (meeting participation, preparation time, event participation, etc.), plus 1-2 weekends a year
- Ability to work as a part of a team

### **Other Assets**

- Previously served on not-for-profit Board of Directors
- Ability to communicate in both English and French

### **Exclusions**

Staff members, individuals engaged in an employment relationship with (or otherwise representing) a funder of Realize, and relatives of the ED are not eligible to be members of the Board.

### **No Remuneration**

Service on Realize's Board is without remuneration.