



satir institute
of the pacific

Satir Institute of the Pacific

Board of Directors Job Description

SIP Board of Director Job Summary:

The Board of Directors is chosen to manage the Satir Institute of the Pacific, an incorporated non-profit Society in British Columbia and a registered Charity with Revenue Canada. It has the power to act for the Society except where the Articles of Incorporation of the Society say that a decision must be made at a members' meeting. The board must act within all legislated and contractual requirements. It must obey all resolutions passed at members' meetings. The board can only act legally after a decision has been made within an adopted procedure for decision making. The directors must act at all times in the best interests of the Society as a whole, so as to preserve its assets, further its interests, and promote the purposes for which it was formed.

Reports to: The Membership

Source of Authority: The Board of Directors is elected at the Annual General Meeting by the members of the Society.

Term of Office: Directors are elected for three years, with a staggered system of term completion, and cannot sit as a director of the Society for more than three consecutive terms. Following the completion of a director's third term of office, he/she must step down from the Board for a minimum of one year.

Composition: The Board of Directors has up to 9 elected directors. If not holding an elected position the following are also ex-officio members of the Board: Past President for a one year term; Director of Training, appointed by the Board; Director of Membership Services, appointed by the Board; Director of Marketing, appointed by the Board. The Board of Directors may number up to 13 directors in total.

Key Duties and Responsibilities: 1. Attend all Board meetings. 2. Prepare for meetings by reading relevant minutes and reports. 3. Respond to emails requesting decisions or input within 72 hours. 4. Keep in touch with general needs and concerns of all aspects of the Institute's operations. 5. Remain up to date with relevant legislation and policies. 6. Accept responsibility for specific tasks as assigned from time to time. 7. Participate on at least one committee of the Board. 8. Attend the annual retreat.

Financial Responsibilities: 1. Understanding financial implications of her/his decisions and recommendations to members. 2. Monitors expenses and income. 3. Approve annual budget. 4. Conduct periodic evaluations of the Institute's operations with a view to improvement. 5. Recommend the appointment of an auditor.

General Responsibilities of the Board of Directors as a whole include:

1. Promoting the mission and vision of the Institute 2. Ensuring the Institute carries on all its activities within the requirements of all applicable legislation, policy and agreements 3. Developing all Institute policy and ensure all policies and bylaws are either properly enforced or amended 4. Ensuring long-range program planning and financial forecasting is in place 5. Taking responsibility for the overall financial stability of the Institute 6. Ensuring adequate financial controls are in use and that financial records are up-to-date and accurate 7. Ensuring the re-generation of the membership and the Board of Directors 8. Providing guidance to the membership in the selection of energetic, qualified and effective Directors 9. Appointing committees to carry out ongoing operational tasks, procedural functions, and recommendation of policy 10. Hiring competent staff/contractors and audit and support their performance 11. Keeping in touch with the needs and concerns of members, training staff/contractors, volunteers and training participants 12. Reporting regularly to the membership on the activities of the Board and the affairs of the Institute 13. Implementing a system of evaluation of the Institute's activities.