



FOUNDATION BOARD JOB DESCRIPTION

TITLE: BOARD OF DIRECTORS

PURPOSE: To provide leadership, governance, and strategic direction to the Fairhaven Foundation.

QUALIFICATIONS:

1. Supports the mission, vision, goals, values, and objectives of Fairhaven Foundation.
2. Demonstrates interest in issues pertaining to residents or potential residents and their families.
3. Expertise and/or knowledge in at least one of the following: finance, fund development, marketing, public relations, and advocacy.
4. Willingness to commit time and effort to Foundation Board meetings and activities.

RESPONSIBILITIES:

1. Evaluation
 - a) Monitors and evaluates the effectiveness of the Foundation through regular review of programs and activities.
2. Public and Community Relations
 - a) Understands and promotes the mandate and activities of the Foundation throughout the community.
3. Human Resources
 - a) Participates in the recruitment of Board Members.
4. Finance
 - a) Maintains a working knowledge and understanding of revenue, expenses, budget, and fiduciary requirements.
 - b) Monitors the allocation of funds to Fairhaven Home.
 - c) Monitors financial investments and makes recommendations regarding investment policies and strategies.
5. Ensures that the Foundation meets all legal requirements.
6. Adopts and operates within by-laws.
7. Adopts policies and procedures for the Foundation.
8. Regularly attends Board Meetings.
9. Ensures that all information shared at Board Meetings is kept confidential.



10. Accepts and respects the decisions made by a majority vote of the Board or committee members.
11. Serves on sub committees and/or task forces as needed.
12. Acts in an ethical manner at all times.
13. Keeps informed of the general activities and operations of the Home and Foundation.
14. Reads minutes and reports and is prepared to discuss and comment at meetings.
15. Supports and participates in fundraising initiatives, activities and events.
16. Declares any conflict of interest.

TIME COMMITMENT:

- Board meetings are usually held on the 3rd Monday of the month at 12:00 noon