

### *Authority and Responsibility*

The Board of Directors is the legal authority for The Yoga Outreach Society. As a member of the Board, the Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

### *Summary of Qualifications*

- Experience in the non-profit sector paid or volunteer
- Able to work collaboratively
- Excellent communication, problem solving and conflict resolution skills
- Experience working with marginalized populations in the following areas: mental health addictions; trauma and abuse is an asset
- Effective e-communication and readiness to read and digest a substantial volume of documentation
- Prior experiencing serving on a Board of Directors and/or experience working in the non-profit sector either paid or volunteer
- Successful fundraiser with experience in building and maintaining donor relationships, attracting new donors and grant writing.
- Experience in developing an annual giving plan and long term donor strategy
- Prior experience in organizing and executing fundraising events
- Knowledge of budgets and budget preparation in regards to managing events
- Must be well organized and able to effectively communicate both verbally and in writing
- Strong communication and networking skills and success in working within a diverse team
- Ability to motivate and stimulate volunteer engagement
- Direct experience with the populations that YO serves is an asset

### *Requirements of Board Membership:*

- Commitment to the work of the organization.
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy.
- Serves on the Executive Committee should the Board become larger than 7 members.
- Willingness to serve on additional committees as required.
- Attendance at Board of Directors meetings.
- Attendance at Annual General Meetings.
- Support of special events.
- Support of, and participation in fundraising events.
- Financial support of Yoga Outreach - monthly or annual donation.
- Attendance at one Yoga Outreach training
- Attendance at one Yoga Outreach program class

### *Term*

Directors are elected by the membership at the Annual General Meeting. Directors serve for a two-year term. Directors may be released at the end of the elected term, by resigning or according to Yoga Outreach's bylaws.

### *General Duties*

A Director is fully informed on organizational matters, and participates in the Board's deliberation and decisions in matters of policy, finance programs, and advocacy.

### *The Directors will:*

- Approve, where appropriate, policy and other recommendations received from the Board, its standing committees, and senior staff.
- Monitor all Board policies
- Review the bylaws and policy manual, and recommend bylaw changes to the membership as required.
- Review the Board's structure, approve changes, and prepare necessary bylaw amendments as necessary.
- Participate in the develop of Yoga Outreach's organizational plan and annual review.
- Approve Yoga Outreach's annual budget.
- Approve the hiring and release of the Executive Director including the Executive Director's employment contract
- Support and participate in evaluating the Executive Director.
- Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance Yoga Outreach's mission.
- Participate in the mentoring of incoming Board members.
- Participate in the building and maintenance of donor relations.

### *Evaluation*

A Director's performance is evaluated annually based on performance of assigned Board requirements and duties.