

# Hepatitis Outreach Society of Nova Scotia (HepNS)

## **Volunteer Board of Directors (Job Description and Expectations)**

**Purpose:** To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of HepNS so as to support the organization's mission and needs.

**Mission:** HepNS is a charitable organization that reduces the impact of hepatitis through support, information and education.

**Contact:** Carla Densmore [director@hepns.ca](mailto:director@hepns.ca) or phone 420 1767

### **\*Major responsibilities:**

- Organizational leadership
- Work with Executive Director to develop and implement HepNS strategic plan
- Formulate and oversee policies and procedures
- Financial management: including adoption and oversight of the annual budget, audit report, and material business decisions
- Personnel evaluation and staff development
- Assisting the ED and board chair in recruiting board members
- Review organizational and program reports
- Fundraising and outreach

*\*Members of the board share these responsibilities while acting in the interest of HepNS. Each member is expected to make recommendations and assist based on his or her experience, skills, and position in the community.*

**Length of term:** Members of the Board of Directors are voted in each year at the Annual General Meeting (AGM) and serve a one year term. There is no limit on the number of years a member may serve on the Board of Directors.

### **Meetings and time commitment:**

The board of directors meets at least every three months. In person attendance at the AGM one **Saturday in June is mandatory**. There are three face to face meetings each year; one generally taking place following the AGM. The face to face meetings are usually held on Saturday at the HepNS board room at 5571 Cunard Street, Halifax. Face to face meetings are usually 2 to 2 ½ hours long. The remainder of the meetings are by teleconference and generally take place on a weekday evening for 1 ½ hours.

Board members are asked to attend / take part in three fund raising events each year and the World Hepatitis Day events sponsored by HepNS around July 28<sup>th</sup> each year.

### **Expectations of board members:**

- Attend and participate in meetings on a regular basis, and special events as able
- Participate on a standing committee of the board, & on ad-hoc committees as necessary
- Help communicate and promote HepNS mission and programs to the community; acting as an ambassador for the organization
- Become familiar with HepNS finances, budget, and financial/resource needs
- Being informed of, and meeting all, legal and fiduciary responsibilities
- Understand the policies and procedures of HepNS
- Ensuring the HepNS commitment to a diverse board and staff that reflects the communities HepNS serves
- Financially support HepNS in a manner commensurate with one's ability

**\*\*\*Please note that HepNS carries liability insurance for Board members\*\*\***