**COMMUNITY FUTURES HIGHWOOD**

**BOARD DIRECTOR - JOB DESCRIPTION**

**Position: Director (Shareholder)**

# THE COMMUNITY FUTURES MANDATE

Community Futures (CF) are non-profit organizations, guided by volunteer boards and paid staff. Together, community volunteers and staff are mandated to actively engage with the business community in helping develop and implement community based economic development and diversification strategies. These strategies result in growth within our rural communities, one idea at a time. Community Futures Highwood (CFH) operates as a Not-for-Profit Part 9 Company under the Alberta Companies Act.

# THE AIM OF THE COMMUNITY FUTURES PROGRAM IN WESTERN CANADA

* Support Community Economic Development
* Diversify the Economy
* Support the creation and expansion of small and medium sized enterprises through business coaching and/or lending
* Maintain and create new employment
* Deliver business services to rural communities

# COMMUNITY FUTURES HIGHWOOD (CFH) PURPOSE STATEMENT

Community Futures Highwood exists to support and assist entrepreneurs with business solutions and invest in community economic growth.

# BOARD OF DIRECTORS

CFH is governed by a Board of Directors (BOD) whose role is to develop board and operational policies as required to govern the general operations of the organization.

Board policies set the foundation from which all administration procedures and guidelines are created.

## Administration

Administrative, business, lending, and collection procedures will be created by CFH staff under the direction of the Executive Director.

These policies and procedures will be reviewed, updated, and approved by the BOD on an ongoing basis taking into consideration any changes in the business and lending environment.

The Board of Directors is the legal authority for Community Futures Highwood. As a member of the Board, a Board member acts in a position of trust for the community and is responsible for the effective governance of the organization.

## Requirements

Requirements of Board membership include:

* Commitment to the work of the organization
* Knowledge and skills in one or more areas of board governance: policy, finance, programs, personnel, and advocacy
* Attendance at monthly board meetings
* Attendance at Annual General Meetings
* Attendance at other special events, such as orientation, strategic planning sessions, etc.
* Assistance with marketing CFH
* Support of CFH special events

**Term**

The term of office is for three (3) years. A Directory may be re-elected to a maximum of three (3) terms. The maximum tenure an individual may serve will not exceed nine (9) consecutive years. That individual must wait for a minimum of one-year before they are eligible for re-appointment to the board after having served the maximum tenure of nine (9) years.

A Director may be released from his/her membership in the Corporation for reasons detailed in the Articles of Association.

**General Duties**

The Board Member is fully informed on organizational matters and participates in the Board’s deliberations and decisions in matters of policy, finance, programs, management personnel and advocacy.

## Specific Duties

* 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
* Review the Board’s structure, approve changes, and prepare necessary bylaw amendments
* Participate in the development of the Community Futures Highwood organizational plan and annual review
* Approve the Community Futures Highwood corporate budget
* Approve the hiring and release of the Executive Director, including the Executive Director’s employment contract, based on the recommendation of the Management Review Committee (MRC)
* Assist in developing and maintaining positive relations among Board, committees, staff members, and community to enhance Community Futures Highwood’s mission

## Meetings

Board meetings take place once per month (currently every fourth Thursday evening of the month, though this is subject to change at the new Board’s discretion), January through June and September through November for a total of 9 meetings/year. In addition, the AGM is usually being held in June.

# INVESTMENT REVIEW

All Board Members form the Investment Review Committee (IRC).

## Committee description

The IRC is a committee of the Board. The purpose of the IRC is to adjudicate loan applications and serve as a resource to staff regarding lending. The IRC will be governed by Terms of Reference as set and approved by the BOD.

## Area of Authority

Working within the CFH Loan Policies, as approved by the BOD, the Investment Review Committee manages and administers the lending, adjudication, and approval policies of Community Futures.

## IRC Summary of Duties

In managing the lending needs of Community Futures, the IRC, in consultation with the Executive Director and Business Advisor, will undertake the following duties, on behalf of the BOD:

* Be knowledgeable of the various loan programs offered by Community Futures.
* Be knowledgeable of the annual action plan for the Loan department.
* Adjudicate business loan applications as presented by the Business Advisor and/or Executive Director and provide a vote of approval or non-approval.

## Composition/Appointment

The committee will consist of all members of the BOD. The Executive Director and Business Advisor will function as advisors and consultants to the committee in a non-voting capacity.

## Meetings

The committee will meet monthly, however there are some months when more involvement is necessary.

Quorum for IRC Meetings shall be a minimum of 50% of the current committee members.

Minutes will be recorded and distributed to committee members.

## Approval process

Approvals can be completed via email/online approval or other methods that have been approved by the BOD and/or face to face meetings. In the case of email approvals, the emails shall be the record of each person’s vote and/or comments provided. Face to face or online (e.g. zoom) meetings will have minutes recorded.