

MISSISSIPPI LAKES ASSOCIATION JOB DESCRIPTION - DIRECTOR -

Purpose of the Position

A Director is a member of the MLA Board of Directors (BOD). MLA Directors provide direction, guidance and support to the Board, committees, members, and volunteers of MLA in fulfilling the mission, vision and goals of the Association.

Location

A great proportion of MLA meetings and activities occur on and around Lake Mississippi, and in the four municipalities with lake frontage (Carleton Place, Mississippi Mills, Beckwith, and Drummond & North Elmsley).

Time Requirements

Directors must allocate and devote sufficient time: to prepare for and participate in regular (monthly) and special Board meetings, and Committee meetings (normally monthly) as appropriate; to prepare, plan, and participate in MLA events and projects; and to prepare correspondence and reports as necessary.

Essential Personal Attributes

- a. Commitment - Aligned to the MLA Objectives and passionate about serving as a steward of the Association. Learns about the duties and responsibilities of a MLA Director, including the governing statutes and by-laws. Prepares for BOD meetings by becoming familiar with the topics to be discussed and doing personal research as required to be able to contribute meaningfully.
- b. Engagement - Advocates for the MLA. Volunteers for and willingly accepts assignments to advance the Association and its various projects. Actively contributes and participates in at all BOD meetings, and in MLA activities such as the AGM, Fairs, seminars, etc. Takes the initiative to research and address issues that need Board attention. Curious and proactive. Forward thinking.
- c. Dependability - Able to be counted upon for contribution and presence at events, and for timely completion of assignments or remits. Gives clear and early indication when participation or engagement is not possible.
- d. Collegiality - Able to work with others collaboratively and to build consensus. Open-minded regarding alternate points of view. Courteous and respectful to peers. Able to provide frank and honest opinions and to challenge assumptions calmly and logically, keeping personal feelings and emotions in check.

Skills and qualifications

- a. team working skills;
- b. oral and written communication skills;
- c. organization skills;
- d. problem solving skills;
- e. other special skills and experience in various fields such as: IT, web design, social media, public relations, business, administration, fundraising, grant writing, advertising, legal, financial (accounting, budgeting), networking, strategic planning, etc;
- f. prior experience as a Director on other Boards is a welcome asset.

Duties and Responsibilities

- a. be a current MLA member;
- b. be familiar with MLA as an organization: its Objectives; operations; projects; strategic plan; etc.
- c. be conversant with the MLA by-law and operating policies, and other governing statutes and regulations relating to legal and fiduciary responsibilities;
- d. attend and be prepared for monthly board meetings by reviewing minutes and relevant reports;
- e. share in the responsibility of making Board decisions by contributing effectively to the decision-making process through research, discussion, participation and analysis of issues, challenges and opportunities;
- f. support the decisions of the Board;
- g. attend other meetings as required by the Board to discuss / review special issues;
- h. assume the chair of at least one Committee or take the lead in an MLA project or major activity;
- i. report on the activities of the assigned Committee at monthly meetings;
- j. take on other tasks as necessary to achieve MLA's goals (e.g. research an issue, contact a municipal representative, write a grant proposal, organize and participate in: fundraisers; workshops; seminars; Town Halls; meetings with municipalities; etc), and;
- k. recruit volunteers for MLA events.

Orientation and Training

- a. Directors are elected at the AGM (usually in May). During the first BOD meeting following the AGM (normally in June), all Directors will receive an orientation briefing covering the following topics:
 - (1) Statutes, Regulations and other documents (Article of Incorporation, By-law, operating policies, etc.) governing the conduct of MLA business;
 - (2) where to access the documents covered in para (1) above;
 - (3) duties and responsibilities under the law by virtue of the MLA's status as a federally incorporated not-for-profit Corporation; and
 - (4) conduct and deportment during Board meetings.
- b. Directors will have opportunities to attend seminars and conferences dealing with Director duties and responsibilities. One example is the annual *Ottawa Region Charity & NFP Law Seminar*, hosted by Carters Professional Corporation.

Conduct of Directors

Directors shall comply with the MLA's Rules of Conduct when participating in BOD or Committee meetings.

Directors shall endeavor to the best of their abilities to discharge their duties and responsibilities. The MLA will make reasonable accommodation to assist in resolving conflicts or issues.

Chronic situations shall be addressed in accordance with the MLA by-law. A Director who assesses that he/she is no longer willing or able to continue serving as a Director is to advise the President at the earliest opportunity, and is to submit his/her resignation in writing by letter or email.

Transfer of Duties

An orderly and comprehensive transfer of duties and responsibilities is required between an incoming and outgoing Director whenever the incumbent: (a) completes his/her service to the BOD; (b) resigns from the BOD; or (c) relinquishes appointments such as Committee Chair, project leader, etc.

The transfer of duties and responsibilities should be conducted at a mutually convenient time and place, but should be completed as soon as possible. The incoming Director shall notify the President once a turnover has been completed.