

Position Description: Director of the Board [2024-25]

Position: Director of the Board

Role Type: Volunteer, Part-Time (approximately 10-20 hours / month)

Term Length: 1 year term May 1, 20XX - April 30, 20XX

Role Description

The University of Toronto Students' Union (UTSU)'s Director-at-large roles are elected student leadership positions. The Board of Directors is the highest governance organ of the UTSU, and is charged with the overarching decision-making and oversight functions of the organization at a macro level. Its members are tasked with providing the Executive Committee and Management Committee with direction, advice, and oversight throughout the year to ensure the organization is functioning in a healthy and sustainable way.

Members of the Board of Directors are responsible for attending and casting votes at all board meetings, participating where applicable on committees, and consistently reviewing documents provided to them in board packages and via email. Members are also responsible for attending beginning-of-term training sessions and reviewing materials related to the nature of the UTSU's incorporation under the Canada Not-for-profit Corporations Act (CNCA). Being present and casting votes is of vital importance, as members are responsible for making decisions that are in the organization's best interest.

All board members are expected to have a duty of **diligence, loyalty, and obedience**, in line with the requirements of the Canadian Not-for-Profit Act:

Diligence requires that board members act in good faith and consider the best interests of the organization and its members.

Loyalty requires that board members place the interests of the organization first when conducting their duties.

Obedience requires that board members act within the scope of the law, and follow the rules and regulations that apply to the UTSU.

Responsibilities of the Directors of the Board:

The key responsibilities outlined below are interpreted as being descriptive in nature and are not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

- Uphold the bylaws, policies, and governing documents of the University of Toronto Students' Union
- Commit to attend monthly "Regular Meeting" of the board, or provide notice as required when not able to be in attendance
- Actively participate in sub-committees of the board, including attending sub-committee meetings as required.
- Review, consider, and approve, where appropriate, policy and other recommendations received from the Board and its standing committees
- Approve the University of Toronto Student Union's annual budget
- Engage in respectful and responsive communication with other Directors, Executive members, volunteers, staff, and members, in order to contribute to a positive working environment. This includes being a role model for respectful dialogue, supporting high morale at the UTSU, and promoting the mental and physical well-being of Executives, Board directors, and members.
- Ensuring that the UTSU is a space free of discrimination and harassment for all members, volunteers, and employees.
- Act and operate in the best interests of the UTSU while serving as a Director, in line with fiduciary responsibilities and duties.
- Ensure the Board of Directors operates in a manner that avoids actual or perceived conflicts of interests.
- Maintain a duty of confidentiality as a Director, which includes managing confidential information about the organization's matters

OPERATIONAL STANDARDS

The Director's term begins on May 1 and concludes on April 30 the following year. Prior to May 1, there is a transition period from April 1 to May 1, during which Directors may be required to respond to preliminary communications, or attend preliminary meetings or trainings, contingent on their availability.

The general time commitments of the position are as follows

- Part-time hours ranging between 10 to 20 per month, inclusive of monthly Regular Meetings and committee meetings.
- Meetings may occur during the evenings or weekends, taking into account the availability of all members.
- Work is mainly completed seated, at a desk, using a computer.
- Board meetings and committee meetings may occur either in person at the Student Commons at 230 College Street, or may be held virtually over zoom.

Directors of the Board are required to disclose any conflicts of interest that may prevent them from fulfilling their fiduciary obligations to the Board.

KEY QUALIFICATIONS

- Is an eligible member of the University of Toronto Students' Union
- Strong interpersonal and relationship management skills
- Superior project management and time management skills
- Ability to work independently and effectively as part of a team, in a dynamic work environment.
- Strong communication skills, including written, verbal and presentation skills, with the ability to deal effectively with all levels of the organization, program partners, political representatives, and community members.
- Previous experience with: critical analysis on matters relating to policy or finance, familiarity with student union processes and procedures, or previous experience coordinating the internal controls of student groups or organizations are considered to be an asset

LEARNINGS & BENEFITS

Throughout your term, you can expect to gain the following skills/experiences:

- Experience with reviewing and approving non-profit finances
- Policy writing and brief writing skills
- Gain familiarity with Canadian Not-For-Profit legal requirements and obligations
- Gain an in-depth knowledge of the workings of the UTSU and the University of Toronto
- Public speaking & debate skills

Additional governance training may also be available.