



# Volunteer Board Member Job Description

*Job Location:* Campbell River and Comox Valley  
*Approved by:* Board of Directors' Recruitment Committee  
*Approved date:* April 2025  
*Revised & Approved by:*  
*Reviewed date:*

**The John Howard Society of North Island's** mission is to provide programs and support to help children, youth, adults, and families lead safer, healthier lives.

John Howard North Island is committed to upholding the values of justice, equity, diversity, and inclusion in our work environments. In pursuit of these values, we seek board members who are eager to participate in that shared responsibility. We actively encourage applications from members of equity-denied groups, in particular local Indigenous communities.

For more information, please visit the Society's website at: <https://www.jhsni.bc.ca>

## Qualifications

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Board membership is a unique opportunity for an individual who is passionate about the Society's mission and who has a record of community engagement and leadership. Selected board members will have experience in business, government, philanthropy, or the non-profit sector, or alternatively may have grown into community service through lived experience.

Ideal candidates will have the following qualifications:

- A commitment to and understanding of the Society's work, preferably based on either lived experience or related community engagement.
- Communication skills and an affinity for building relationships, teamwork, and working towards consensus among diverse individuals.
- Personal qualities of integrity, credibility, and a passion for improving the lives of the children, youth, adults, and families that we serve.

## Position Responsibilities

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The board will support the work of the Society and provide mission-based leadership and strategic governance. While day-to-day operations are led by the executive director (ED), the board-ED relationship is a partnership and the appropriate involvement of the board is vital. Specific responsibilities include:

- Leadership, governance, oversight, and strategic planning.
- Serving as a trusted advisor to the ED in their development and implementation of the strategic plan.
- Reviewing operational outcomes and metrics as presented by the ED for evaluating overall performance and effectiveness.
- Reviewing agenda and supporting materials prior to board and committee meetings.
- Approving the annual budget, audit reports, and material business decisions.
- Being informed of and meeting all legal and fiduciary responsibilities.
- Contributing to an annual performance evaluation of the ED.
- Assisting the ED and board chair in identifying/recruiting other board members, and supporting the Society's commitment to a diverse board and staff that reflects the communities we serve.
- Serving on committees or task forces and taking on special assignments, including as related to fundraising and facilities management.
- Representing the Society to stakeholders and acting as an ambassador for the organization.
- Engaging in learning opportunities to better understand the Society's work and the communities we serve.
- Respecting the experiences of all who bring their voices and lived experiences into the boardroom and the organization.

## Board Terms of Participation

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- Board members serve a three-year term and may be eligible for re-appointment for subsequent term(s).
- Board meetings are held monthly and committee meetings as required.
- Service on the board is without remuneration, except for administrative support, travel, and accommodation costs in relation to board duties.