

Policy: Director Job Description

Developed by: Board Effectiveness Committee

Approved by: GCAT Board

Initial Adoption: December 2020

Review/Revision Schedule: Annually

Revision Dates: 2022-10-12



GCAT Board of Directors Job Description

Background

The Guelph Coalition for Active Transportation (hereinafter referred to as “GCAT”) is a not-for-profit corporation incorporated under the Corporations Act of Ontario. Its purpose is to increase the quantity, quality and safety of active transportation in Guelph, through establishing partnerships with residents and organizations to support this work, working with local governments, businesses, and residents to promote and achieve active transportation targets, and empowering people to participate effectively in the decision-making process related to active transportation planning and design.

The Role of the Board of Directors

The Board is responsible for management of the business affairs of GCAT. The Board of Directors has responsibility for the stewardship of GCAT by providing appropriate governance to ensure the organization's strategic objectives and outcomes are met, its assets are protected, and to promote long-term growth and

sustainability.

The Board shall conduct the affairs of the organization lawfully and in accordance with standing resolutions approved by the Board from time to time, policies and by-laws, applicable legislation and uphold GCAT's values. As GCAT has no employees, its Board is a working board. The GCAT Board practises a unique brand of advocacy that is characterized by maintaining positive working relationships with its government, business and other organizational partners.

The Board is committed to fulfilling its mission in an environment that upholds the values of equity, diversity, inclusion and human rights. GCAT's full Equity, Inclusion and Diversity policy is available at this link: <https://gcat.ca/about-us/gcat-edi-policy/>

Directors are elected by the GCAT members at the AGM for terms of up to three years. Directors may be re-elected. The positions are unpaid.

Time Commitment

- Every director is expected to attend each board meeting.
- Papers are distributed for each board meeting one week in advance.
- Board members are encouraged to be a part of one or more committees. In this case they will also be expected to attend the meetings of that committee.
- Board members are expected to attend GCAT's AGM.

We expect the time commitment to be around 6-10 hours per month.

Duties

Every Director is expected to:

- Prepare for and attend regularly scheduled meetings of the Board
- Prepare for and attend Special Meetings of the Board if possible
- Prepare for and attend the Annual General Meeting
- Serve as an Officer of the Board or consider serving on at least one subcommittee of the Board
- Support and/or participate in GCAT activities and events
- Abide by all Board-approved policies

Directors may also contribute in the following ways:

- Confirm safe cycling routes suitable for group rides.
- Staff GCAT display booths at public events.
- Monitor Guelph Council agendas and City of Guelph staff reports.
- Analyze the City's Cycling, Transportation, Active Transportation Network and Community Road Safety Plans.
- Develop advocacy position statements and correspondence.**

- Delegate at City Council.
- Promote GCAT's activities.
- Supervise the work of volunteers.
- Participate in GCAT's planning process.
- Contribute to the improvement of GCAT's effectiveness.
- Plan out and/or lead group rides

Person Specification

Each board member must have:

- a commitment to the mission of GCAT
- a willingness to meet the minimum time requirement
- integrity, strategic vision, and good, independent judgement
- an ability to think creatively
- a willingness to speak their mind
- an understanding and acceptance of the legal duties, responsibilities and liabilities of directorship
- an ability to work effectively as a member of a team and to take decisions for the good of GCAT.

In addition, the board as a whole should have expertise in the following areas:

- Financial management, income generation and enterprise
- Local and national policy and public affairs
- Digital strategy
- Volunteer management and recruitment
- Geographic information systems
- Fundraising (grant writing, strategic partnerships/networking)
- Social Media
- Marketing and Communications
- Event Planning
- Land Use Planning
- Community Organizing
- Collaborative Advocacy