



The Apple Tree Foundation

In Support of

Kings Regional Rehabilitation Centre

1349 County Home Road P.O. Box 128 Waterville Nova Scotia B0P 1V0
Telephone: (902) 538-3103 Website: krrc.ns.ca Fax: (902) 538-7022

Director Role Description

Position:	<u>Director</u> (Volunteer)
Time commitment:	Approximately 2-3 hours per month (Board meetings, Committee work, Consultation and/or meeting preparation, Fundraising activities, Community events/presentations) or 30 hours cumulative per year
Term:	Two years, appointed annually at the Annual General Meeting. (Term is renewable)

Responsibility

The Apple Tree Foundation Board of Directors is a working Board (as opposed to an advisory Board) with its main responsibility the goal of fundraising.

The Board is responsible for acting in the best interests of the Foundation and the organization it supports, the Kings Regional Rehabilitation Centre. Directors will bring to the task informed decision-making and an inclusive perspective.

Accountability

The Board of Directors is collectively accountable to the membership of the Apple Tree Foundation, funders and/or other stakeholders. They are accountable for the Foundation's performance in relation to its objectives as outlined in its operational plan, bylaws, and for the effective stewardship of financial resources.

Authority

Individual Directors have no authority to approve actions by the Foundation, to direct staff, or to speak on behalf of the Foundation unless given such authority by the Board.

Qualifications

- Commitment to the objectives of the Apple Tree Foundation and the mission of the Kings Regional Rehabilitation Centre
- Commitment of time for Board activities

Principle Duties

Every member of the Apple Tree Foundation Board of Directors, including the Board's officers, is expected to do the following:

- Prepare for and participate in Board meetings
- Listen to others' views, advocate their own, identify common interests and alternatives, and be open to compromise
- Support governance decisions once made by the Board
- Take an active role in Foundation fundraising activities
- Participate in the development and review of the Foundation's Operational Plan
- Help the Board to monitor the performance of the Foundation in relation to its objectives, bylaws, values, policies, and reputation
- Abide by the bylaws, code of conduct and other governance policies that apply to the Apple Tree Foundation and Kings Regional Rehabilitation Centre
- Help establish, review and monitor operational policies
- Participate in the hiring of, evaluation, and if required, releasing of the Managing Director
- Identify prospective Board members and aid in recruitment
- Participate in the evaluation of the Board itself (annual Board self-evaluation)
- Contribute to the Board's work by participating on one or more Board sub-committees
- Attend and participate in the Annual General Meeting
- Participate in the approval of the Annual Financial Statements and monitor the on-going financial performance of the Foundation
- Be an ambassador for the Foundation and Kings Regional Rehabilitation Centre – ensure ones involvement is known within their own network of contacts
- Keep informed about issues relevant to the objectives of the Foundation and those affecting the Kings Regional Rehabilitation Centre

Evaluation

The performance of individual Directors is evaluated annually in the context of the evaluation of the whole Board and is based on the carrying out of duties and responsibilities as outlined above.

Removal of a Director

A Director may be removed from the Board, by majority vote, for not performing his/her duties. Being absent from three consecutive Board meetings without reasonable cause/notice will result in removal from the Board unless otherwise determined by a decision of the Board Executive.

Revised: April 2018