



Board of Directors Director Job Description (Draft March 2022, Apr 20)

The Directors are responsible for the organization's programs, image, and assets. They have a duty to manage the organization honestly, in good faith, and in the best interest of the Members while using the care and diligence of a reasonably prudent person.

Mission Statement

The mission of Science Atlantic is to advance post-secondary science education and research in Atlantic Canada by:

- Providing opportunities that foster and enrich students;
- Supporting and inspiring researchers, educators, and the broader scientific community; and,
- Using our collective voice to address important regional science issues.

Representation

The Board of Science Atlantic is the sole official representative body of Science Atlantic in its relationships with:

- a. Universities and colleges;
- b. Federal, provincial, and municipal governments; and,
- c. Any other organization or forum where the Members' interest or wellbeing is affected or that has been identified by the Members themselves or the Board.

Term: three years, renewable, unless otherwise specified

Duties and Responsibilities

In fulfillment of the foregoing and without limiting the generality thereof, a Board Director:

- Must ensure all individuals and bodies are operating in accordance with the by-laws of Science Atlantic
- Must support the development of Science Atlantic policies and engage in debate and implementation of them
- Must serve on at least one Science Atlantic Board Committee



Science Atlantic

- Must not miss more than three meetings of the Board and/or Board Committee(s) during their term
- Must provide the perspective of their constituency to the best of their ability
- Must engage with Members on issues that affect them
- Must provide oversight to the Executive Director of Science Atlantic on behalf of the Members
- Shall be vested with all other duties and privileges of a Director to the extent that they do not conflict with the foregoing provisions

Reporting

Directors report to the Members.

Time Commitment

3 to 5 hours per month

Qualifications

- Must display a commitment to Science Atlantic
- Must display an understanding of Science Atlantic and support its principles, mission, goals, and services
- Must understand or be willing to learn the responsibilities of governance and management of paid and volunteer staff
- Must support fundraising initiatives
- Must be in good standing with Science Atlantic
- Must not be a current employee of Science Atlantic
- Must not be a removed member from a Director or Executive office within the preceding twelve (12) months
- Must not hold an official position with an external association not sanctioned by Science Atlantic
- Must be at least 18 years of age
- Must not have bankruptcy status

Preferred Skills and Attributes

- Strong leadership skills
- Initiative, vision, and tenacity for funding initiatives
- Excellent written and oral communications skills
- Personal qualities of integrity, credibility, and a passion for advocating for Science Atlantic