

Board of Directors Director Job Description

(Approved September 21, 2022)

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 grow and connect the post-secondary science communities in Atlantic Canada.

Vision

Science Atlantic is a committed, member-driven organization that builds collaboration and partnerships to strengthen post-secondary science communities across the Atlantic region.

Values

Inclusiveness - We embrace the values of Equity, Diversity, Inclusion, and Accessibility

Leadership - We are a voice and a resource for science in Atlantic Canada's post-secondary communities

Responsiveness - We provide timely decisions and actions to advance our organization and support our members

Community - We provide a warm and welcoming environment

Sustainability - We support our communities into the future through responsible and sustainable resource allocation in our organization and activities

Representation

Individual Science Atlantic members shall not speak on behalf of the Corporation without the prior authorization of the Board, including in interactions with;

- a. universities and colleges;
- b. governments; federal, provincial, municipal; 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

Two 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
- 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 communication skills
- Personal qualities of integrity, credibility, and a passion for advocating for Science Atlantic