



Sylvan Lake & District Victim Services

4260 - 50th Street
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Board of Directors Job Description

Position Summary

The Unit operates under the direction of a Board of Directors. A position on the board is a very interesting and dynamic way to be involved with the program. Their role is to govern the operations of the unit through the formal establishment of policies. The board is responsible for providing strategic planning for the program, and developing and implementing program policy. Board members should be or must become knowledgeable about the program and its financial affairs.

Although the role of a board member may not be directly involved with a victim's situation, their role allows for Victim Services to function and be able to provide the variety of services they do. They also help raise awareness of Victim Services in the communities it serves through different events during the year.

Board of Directors

The Executive Positions shall consist of President, Vice-President, Secretary, Treasurer, and may include past President, and RCMP Liaison (or Designate). Other Positions on the board will be designated as Directors. Terms for Board members are two (2) years in length and these can be renewed if desired. The executive members shall be elected at the Annual General Meeting.

President

- Shall be the Chief Executive Officer of the Association, presiding at all meetings and be responsible for the democratic operation of the association.
- The President shall be ex-officio, a member of all committees.

Vice - President

- Shall, in the absence of the president exercise the powers and authority and perform the duties of the President.

Secretary

- Shall keep accurate minutes of all Board meetings, and be under the direction of the President and the executive.

Treasurer

- Shall receive all monies paid to the Association and be responsible for the deposit of same in the appropriate financial institution.
- Shall keep such books as may be directed and properly accounted for the funds of the Association.

- Shall present a full detailed account of receipts and disbursements at each monthly meeting and prepare for submission at the AGM of the Association a duly audited financial statement.
- Annual audit of the Association financial books/records shall be carried out and submitted at the AGM.

RCMP officer or Designate

- Shall be a member of the executive on a voting capacity
- Will perform interviews for prospective Advocates

Director

- Shall be a member of the board on a voting capacity

Requirements of a Board Member

- Obtain and Maintain a clear RCMP Criminal Records check
- Complete training provided by The Alberta Solicitor General. The program pays for the course.
- Must be over the age of 18 and reside in the town of Sylvan Lake and District
- The signing of a two year contract with the program
- Ongoing training provided and funded by the program
- The signing of an oath of confidentiality
- Attend 10 board meetings per year (No meetings in July and August) and the AGM
- Possess strong communication skills
- Have a belief in the value and support for victims of crime and tragedy
- To be part of the board there must be a willingness and desire to volunteer and give back to your community

Additional Responsibilities

- The Board is responsible for ensuring that the program has the required funds to continue to operate
- Recruit board members and advocates
- Raise awareness of what Victim Services does for its vast area
- Develop policies and bylaws
- Hire and evaluate program staff
- Secure financial resources for the program
- Assist in completing Grant applications, sustaining Municipal Funding
- Understand the role of the Unit, including advocates work of supporting victims of crime and tragedy through support , information, and referral
- Foster a positive relationship between the board, office staff, RCMP and volunteer advocates.
- Participate in fund raising events including but not limited to:
 - Charity Checkstop in December, Community farmers market, Annual Golf Tournament, Regimental Ball and Community Parades in the Summer and Winter