

IGNITE Job Description

Job Title Board Director

Department Governance

Position Type Part-time

Compensation approx. \$2000/semester (depending on engagement)

Campus Guelph-Humber, Lakeshore, North and Orangeville

Number of Positions 10

Position Overview

The primary role of the Director is to facilitate communication between IGNITE and the students enrolled at their respective campus. Directors are responsible for providing the governance framework of which the IGNITE management is ultimately accountable and ensure desired targets are being achieved. Directors govern the affairs of the IGNITE, set its strategic direction, and approve all major decisions that affect how the organization represents the student body.

Responsibilities

Accountability

- Be accountable to the student body by proactively seeking input and feedback
- Act as an ambassador of IGNITE within the Humber and Guelph-Humber community
- Be responsible, approachable and accessible to all students, specifically those associated with your campus
- Attend and participate at the Annual General Meeting and to encourage your student constituents to participate

Leadership

- Set organizational priorities through an annual strategic planning process
- Articulate key performance targets for management to achieve
- Align resources with key outcome measures through the annual budgeting process

Evaluate

- Monitor the performance of the organization in relation to IGNITE's mission, vision, and values
- Measure management's implementation of Board objectives
- Assess the IGNITE's annual financial statements

Use Sound Governance

- Adhere to IGNITE Constitution, Policies and Procedures
- Safeguard and promote the welfare and interests of the student, whether intellectual, cultural, social, recreational or otherwise
- Serve as a voting member on any IGNITE committee
- Ensure IGNITE's commitment to a diverse board and staff that reflects the students they serve

Minimum Requirements

- Flexible and accessible for all Board meetings
- Excellent communication and interpersonal skills
- Must be observant and informed of the IGNITE Constitution, Policies and Procedures

Other Knowledge, Skills, and Abilities

- Organizational and time management skills
- Problem solving and decision making ability

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required by the organization.