

Board Member Job Description

Position: Board Member	Length of Term: 2 years		
Officer Title: TBD			
Reports to: Body Members of AL RAYAN ISLAMIC CENTRE			
Functional Area: Governance			
Primary Purpose: As part of the governing board, assume responsibility for the use of the charity's resources to achieve its charitable purposes.			
Responsibilities: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> 1. Attend board meetings. 2. Review meeting materials in advance. 3. Serve on committees, if requested. 4. Become knowledgeable in the "business" of AL RAYAN ISLAMIC CENTRE, informing yourself of its work and the context in which it works. </td> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> 5. Participate in fundraising efforts. 6. Think independently, ask questions, and make suggestions. 7. Keep AL RAYAN ISLAMIC CENTRE interests first when discussing board matters. 8. With other board members exercise direction and control over activities of AL RAYAN ISLAMIC CENTRE and its resources 9. Orient new board members to their role. </td> </tr> </table>		<ol style="list-style-type: none"> 1. Attend board meetings. 2. Review meeting materials in advance. 3. Serve on committees, if requested. 4. Become knowledgeable in the "business" of AL RAYAN ISLAMIC CENTRE, informing yourself of its work and the context in which it works. 	<ol style="list-style-type: none"> 5. Participate in fundraising efforts. 6. Think independently, ask questions, and make suggestions. 7. Keep AL RAYAN ISLAMIC CENTRE interests first when discussing board matters. 8. With other board members exercise direction and control over activities of AL RAYAN ISLAMIC CENTRE and its resources 9. Orient new board members to their role.
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Board Values: The board will: <ul style="list-style-type: none"> • Cultivate a sense of group responsibility, acknowledging that the board can only act as a whole, whether by consensus, unanimity, voting by ballot, or by show of hands (majority decision-making). • Collaborate with staff on key issues, while respecting board and staff roles. • Keep historical records of why policy decisions are made (board minutes). • Enforce discipline on itself to ensure it governs with excellence. • Be accountable to constituents and to the public. 			
Expectations: <ul style="list-style-type: none"> • Live a Muslim life that is above reproach • Demonstrate strong character • Become familiar with the activities of AL RAYAN ISLAMIC CENTRE • Agree with AL RAYAN ISLAMIC CENTRE objects and bylaws <i>[and affirm its statement of faith, if any]</i> • Be a financial supporter of AL RAYAN ISLAMIC CENTRE • Sign off on the Conflict of Interest Policy, the Ineligible Individual disclosure, and the Code of Personal Conduct. 			
Required Meetings: <ul style="list-style-type: none"> • Annual General Body Member Meeting • Monthly and/or Quarterly Board Meeting • Community Meetings as required 	Special Qualifications: Preferred to have experience in <ul style="list-style-type: none"> • Financial Management with an understanding of the regulations applicable to Canadian charities • Human Resources, and volunteer management ideally in non-for-profit 		