

London and District Distress Centre Inc. Duty & Role Description: Board of Directors – October, 2011

<p><i>The London and District Distress Centre is a community-based agency that provides individuals in need with short-term empathetic listening and confidential telephone support, operated 24 hours a day by highly trained and caring volunteers.</i></p>	
Board Term	<ul style="list-style-type: none"> • Board term is for an initial period of 2 years with reappointments for additional terms by nomination from the Nominating Committee. • During the nomination process the Nomination Committee will have regard for long-term succession planning and staggering terms of office to ensure continuity and election of officers on alternant years.
Time & Resource Requirements	<ul style="list-style-type: none"> • Board members are expected to attend 80% of Board meetings and Annual General Meeting each year. In addition we hold a variety of special events that we encourage board members to attend each year. A full schedule of meetings and events are provided shortly after the AGM. • Board members are sought and or nominated from a variety of skill and experience backgrounds to assist with overall agency goals and objective, program service requirements, and to become an advocate for the agency and it's mission and values. • The Agency will carry a minimum of \$2 million liability insurance to protect volunteers, Board members and staff, as well as generally accepted Errors and Omissions Insurance.
Board Meetings	<ul style="list-style-type: none"> • Board meetings are held generally every other month. Board meetings usually last for 2 hours and agendas and materials are distributed in advance of the meeting.
Committee Meetings	<ul style="list-style-type: none"> • The Board of the Centre may strike standing committees or Special Event/Project Committees from time to time, as needed. These committees are integral to the operations and governance of the Agency and each Board member is expected to actively participate in at least one of these Committees, as required. The Executive Director, or designate with be the primary resource person at all meetings, and will be the primary contact staff person for support. Minutes and records of all meetings are kept in the office of the Executive Director and are available for record and review purposes.
Orientation Session	<ul style="list-style-type: none"> • A Board orientation session will be held following the AGM each year to help orient new Board members with the policy and practice of the Centre and answer any questions. A tour of the Centre and it's facilities are included, as well as the scheduling of a Call Room 'shadow' shift within 3 months of Board appointment.
Other Requirements	<ul style="list-style-type: none"> • Obtain acceptable Police Record Check • Attendance at Annual General Meeting (AGM) • Participation in fundraising Special Events and other committees as required • Assist in identification and recruitment of prospective Board and Committee members. • Support for agency activities such as donor identification, cultivation, and recognition. • Demonstrate commitment to the agency through a personal financial contribution for an overall annual agency achievement of 100% Board member donation participation. This will include Director's donations to the United Way directed to the Centre.
Selection Process	<ul style="list-style-type: none"> • The Nominations Committee reviews the Board skills, experience and knowledge matrix and determines the recruitment strategy for the coming year. This meeting should occur annually in January or February. • The Nominations Committee implements the recruitment strategy, developing a list of top candidates through a selection of their own and those names gathered by the Executive Director by expressions of individual interest. All candidates will submit a completed application form to the Executive Director in advance, which will be reviewed by the Nominations Committee. • When interest is determined or expressed in Board positions the Executive Director will forward a package of materials including an Application form, to the prospective board member. • Prospects are contacted by the ED or a member of the Nominating Committee and the role is discussed. If both parties agree to move forward the prospective board member meets with the Executive Director and one or two members from the Nominations Committee to discuss the opportunities and expectations.

	<ul style="list-style-type: none"> • If both parties are interested in moving forward the prospect is invited to attend a Board meeting as a guest/observer. • Subsequently, if interest continues the Nominations Committee recommends the prospective board member to the Board of Directors with appointments being enacted at the next AGM.
<p>Our Approach To Governance</p>	<ul style="list-style-type: none"> • London and District Distress Centre uses a Board and Committee governance structure to address issues and work with the staff in developing policy. Board discussion is reserved for Committee recommendations and governing strategic issues. The Executive Director is designated by the Board the authority to address the day-to-day operational issues. • The Directors of the Board have an obligation to exercise their fiduciary duty and undertake due diligence through regular attendance at Board meetings, and monitoring compliance with the corporation's Letters Patent, Bylaws and financial reports. • Signing Authority is vested with 2 signatures from among the positions of Executive Director, Chair, 1st Vice Chair and/or Treasurer.
<p>Contact Info:</p>	<p>Executive Director – 519-667-6709 or email at bill@londondistresscentre.com</p>