

JOB DESCRIPTIONS for communities

Why Job Descriptions are Essential to Good Management

The book, **Great Boards Plain and Simple** states, “Although they are volunteers, board members should have job descriptions. These documents are particularly useful during recruitment and orientation, and to clarify the responsibilities at the board level of individual board members. In addition the job descriptions should show how the role of the board and the role of the executive director and other senior staff work together.”

KEY ELEMENTS ARE:

Position

What is the position title?

Responsibility

Who is the position responsible to? What are the broad areas of responsibilities?

Requirements

What is expected of the board member?

Term

How are the board members elected/appointed and for how long? How do board members leave?

General duties

What are the typical duties board members are responsible for?

Evaluation

How will board member's effectiveness be evaluated?

Review date

When will the job description be reviewed?

Approval date

When was it last approved by the Board?

WHEN USING THE JOB DESCRIPTIONS FOR RECRUITMENT ADD:

Qualifications/skills

What skills are required?

Benefits

What benefits can a board member expect? It may be satisfaction, working for the good of the community, developing skills getting to know their neighbourhood. Whatever the reason, this needs to be considered, so that the experience meets their needs.

Time

What is the realistic time required to be a board member and meet the expectation of the board?

Job descriptions must be developed based on your resources, expectations and the structure of your organization.

How do you develop these documents?

Interview those that have done the task/job before, draft the document, check with others to see if it reflects the expectations, test it for a few months and when satisfied, take to the board for approval. Then review periodically to see if the tasks expected match the job description.

A guide manual can suggest format, however, with direction from your registered bylaws and practices, the job description documents are specific to your organization.

In late 2003, early 2004 the FCC provided every Community Association a series of manuals called “*Board Development*” prepared by Alberta Community Development for their Board Development Program.

The manuals we provided were:

Board Building – Recruiting & Developing Effective Board Members

Drafting and Revising Bylaws

Financial Responsibilities

Developing Job Descriptions for Board Members.

These manuals are available for purchase from Volunteer Calgary or they can be download online at www.cd.gov.ab.ca then under resources click on Board Development Workbooks.



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