

Board Director Position Description

The Shelbourne Community Kitchen Society (the Society) was established by five partner community groups to provide access to healthy food for individuals and families living on low income, who are experiencing food insecurity. The Shelbourne Community Kitchen provides a supportive place to learn and work cooperatively through four key programs:

- Preparing and sharing nutritious meals together
- Accessing a food pantry
- Developing gardens where people work together to grow and harvest food for themselves and others
- Sharing access to community support resources.

Authority and Responsibility:

The Board of Directors is the legal authority for the Shelbourne Community Kitchen. As a member of the Board, a director acts in a position of trust for the community and is responsible for the effective governance of the organization.

Key requirements of Board membership include:

General Requirements:

- Commitment to the mission and work of the Shelbourne Community Kitchen.
- Willingness to work collaboratively with the Board, committee members, and staff.
- Provide original Criminal Record Check, including vulnerable sector check.
- Commitment to create a safe, respectful and welcoming environment, and adhere to the “Member Code of Conduct”.
- Attendance at monthly Board meetings, important related meetings and the Annual General Meeting.
- Participation in the Board’s annual planning, budget setting and evaluation efforts.

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Specific Responsibilities:

- Willingness to serve on a committee(s) and attend relevant meetings
- Participation in committee discussions, as well as reviewing and commenting on minutes and reports
- Commitment to support, and if possible participate in, fundraising projects and events
- Knowledge and skills in one or more areas of Board governance (e.g. fundraising, finance, human resources, volunteer management, organization development and policy writing) is a valuable asset

Time Commitment:

The time required for a Board Member/Director is variable depending on role and committee work, but averages about 6 hours per month including attendance at meetings, review of minutes and emails.

Term:

Directors are elected by the membership at the Annual General Meeting for a two-year term. Further details on appointment to the Board are described in the Shelbourne Community Kitchen Society Bylaws.