

## **Position Description: Board Director**

Directors of the Canadian Mental Health Association (CMHA) Mid-Island Branch serve in a volunteer position with a commitment of approximately 5-10 hours per month.

Lived experiences are qualifying experiences for this role. There are many ways to cultivate the skills required to be a Board member. If your qualifying experience falls outside of formal work/volunteer experiences and comes from broader life experience, that is valuable. We are prioritizing candidates who have lived experiences that align with the main goals of this work, including:

- Persons with direct lived experience of mental illness and/or substance use
- Persons with direct lived experience of housing precarity and/or unhoused living
- Members of an Indigenous community
- Persons with direct lived experiences of barriers to care, including disability
- Youth (19 – 30 years of age)
- 2SLGBTQIA+ members
- Persons with experience providing care or treatment for people with mental illness and/or substance use

### **What the Board Does**

- Approves CMHA's strategic plan and goals
- Approves how CMHA spends the annual budget provided by its funders
- Makes sure that CMHA provides services that make a difference in the quality of life for the people CMHA serves
- Ensures that CMHA maintains financial wellbeing; compliance with legal and regulatory requirements; and its vision, mission, and values
- Reviews anything that might be a risk to CMHA's work
- Ensures there is a plan in place for the right people to lead CMHA's work, including Board members and the Executive Director
- Creates and maintains strong relationships within CMHA and the community

### **Essential Skills and Qualifications**

- Knowledge of issues facing people living with mental health, substance use, and/or housing precarity
- Openness to learning about CMHA Mid-Island's Constitution, bylaws, governing regulations (e.g. BC Societies Act), licensing agreement with CMHA BC, finances, and strategic plan
- Membership with CMHA Mid-Island Branch (a cost of \$20 per year\*)
- Experience working with others to build more inclusive communities

### **Helpful Skills and Qualifications**

- Experience developing, reviewing, and applying strategic plans, bylaws, and/or governing policies
- Awareness of issues and trends relevant to CMHA's work
- Experience writing and reviewing reports
- Experience reviewing an organization's impact in the community it serves

### **What You Can Gain from this Role**

- Professional development related to your Board responsibilities, including learning related to mental health, substance use, and financial governance
- Community advocacy and awareness-raising about CMHA's mission and activities
- Opportunities to contribute to CMHA's strategic direction

### **What We Need Someone to Commit to**

- A minimum term of two years, with possible re-election for two additional two-year terms
- Regular attendance at board meetings (approximately 2 hours every second month)
- Active preparation for meetings by reading and considering agendas, minutes, reports, and other documentation (approximately 3 hours every second month)
- Attendance at board training and/or retreats (approximately 6 hours twice per year)
- Attendance at the annual general meeting and any special general meetings

Board members are also encouraged to participate in one or more committees of the Board. Committee meetings are where the work of the Board takes place. Committees include Governance & Human Resources, Finance & Audit, Nominating, and Strategic Planning. Directors may select committee involvement based on Board need, Director interest, and Director skill set. Each committee meets up to 12 times annually (approximately 2 hours per month plus preparation and related project work between meetings).

\*We are committed to accessible practice, and would love to hear from you if there is any aspect of Board participation that may be a barrier to your involvement, including cost, transportation or other accessibility factors.