



KBC ... Board of Directors Job Description

Kentville Business Community (KBC)

As a member of the Board of Directors, the Director is responsible for Kentville Business Community (KBC) consistent achievement of its mission and organizational objectives. Directors should have a working knowledge of the KBC Strategic Plan – which is available on www.kentvillebusiness.ca

Directors should demonstrate excellent leadership skills, resourcefulness, commitment and the ability to think broadly and act collaboratively. S/he seeks out solutions to new challenges and identifies and capitalizes on new opportunities.

As a Director, you will be responsible for:

- Strategic planning aimed at carrying out the organization's mission
- Playing a leadership role in identifying regional economic development priorities
- Being transparent, including communicating to members, stakeholders and public, and responding appropriately to requests for information
- Developing appropriate structures for the Corporation
- Maintaining fiscal responsibility
- Ensuring high levels of executive management performance
- Implementing assessment and control systems
- Planning for the succession and diversity of the Board
- Ensuring an appropriate, formal orientation program for new Directors
- Assessing the contribution of the Board, committees and all Directors annually
- Preparing for meetings by reading all materials and circulating concerns in advance
- Dissenting at times that you do not agree with a decision
- Sharing your expertise and experiences

Eligibility

- Applicants must be at least 18 years of age
- Have demonstrated commitment or investment in the town or region
- Must not be a provincial or municipal government employee or an elected official

Qualifications

- Ability to devote sufficient time and energy to the performance of duties as a Director
- Willingness to assume the responsibilities associated with being a Director
- Demonstrated integrity, high ethical standards and respect of privacy and confidentiality
- Ability to recognize and assess business risks and strategic opportunities
- Ability to distinguish between Board and Management roles
- Ability to think, act and speak independently and with conviction and confidence
- Strong oral and written communication skills
- Ability to conceptualize and think strategically
- Good problem-solving and interpersonal skills



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- Ability to meet time commitments
- Ability to participate in group decision-making
- Willingness to participate in board orientation and continuing education
- Objectivity
- Values consistent with those of the organization

In addition to the general eligibility qualifications and requirements set out above, board members should collectively represent a range of expertise such as the following:

- Financial literacy and stewardship
- Previous board experience
- Strong ethics
- Risk management experience
- Change management experience

Expectations

As a member of the Board, and in contributing to the collective achievement of the role of the Board, the individual Director is responsible for the following:

Fiduciary Duties

- Each Director is responsible to act honestly, in good faith and in the best interest of KBC and in so doing, to support the Corporation in fulfilling its mission and discharging its accountabilities
- A Director shall apply the level of skill and judgment that may reasonably be expected of a person with his or her knowledge and experience. Directors with special skill and knowledge are expected to apply that skill and knowledge to matters that come before the Board
- A Director's fiduciary duty includes a requirement that he or she avoid situations where the interests of the Director are in conflict with the interests of KBC.
- Candidates must be able and willing to assume the legal/financial risks and liability associated with the standards of care and fiduciary responsibility imposed on Directors

Accountability

The Director is not solely accountable to any special group or interest and shall act and make decisions that are in the best interest of the Corporation, as a whole. A Director shall be knowledgeable of the stakeholders to whom the corporation is accountable and shall appropriately take into account the interests of such stakeholders when making decisions as a Director, but shall not prefer the interests of any one group if to do so would not be in the best interests of the Corporation.

Directors are expected to exercise their own thought and judgment in the decision-making process and should not "rubber stamp" the opinions of others.

A Director shall be knowledgeable about the following:

- Economic development, entrepreneurship, and/or economics
- Economic development stakeholders



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- The sector or sectors environment generally
- The duties and expectations of a Director

Organization Policies Applicable To Board Members

A Director is expected to:

- Participate in a Board orientation session, orientation to committees, Board retreats and Board education sessions
- Attend additional appropriate educational conferences in accordance with Board approved policies if needed
- Ensure he or she understands his or her fiduciary duties and the standard of care that is required and seek clarity where required
- Have a good general knowledge of the legal framework within which KBC operates, including: legislation, incorporating documents, by-laws, policies
- Acquire a good working knowledge of issues that have faced the Board. Teamwork and Participation
- A Director shall develop and maintain sound relations and work cooperatively and respectfully with the Board Chair and members of the Board
- A Director shall not attempt to dominate a discussion
- A Director is expected to properly prepare for meetings, participate actively in Board discussions and generally participate constructively
- A Director must feel comfortable expressing a dissenting opinion or vote
- A Director shall at all times be respectful of the views of others, even when there is a difference of opinion
- Despite any discrepancies, Directors are expected to act in solidarity with the Board once a final decision has been made

Community Representation and Support

A Director shall represent the Board and the Corporation in the community when asked to do so by the Board Chair

Continuous Improvement

A Director shall commit to be responsible for continuous self-improvement. A Director shall receive and act upon the results of Board evaluations in a positive manner.

Additional Requirements

- Travel may be required
- Ability to meet during the week and on weekends