



## POSITION DESCRIPTION BOARD DIRECTOR

### Child and Youth Care Educational Accreditation Board of Canada

The Child and Youth Care Educational Accreditation Board of Canada (CYCEAB) is a corporation registered under the Canada Not-for-profit Corporation Act. Its mission and vision are as follows:

**Mission** – To ensure excellence in child and youth care education and ongoing quality enhancement through the assessment and review of post-secondary programs.

**Vision** – Leading excellence in child and youth care post-secondary education across Canada and around the globe.

CYCEAB's mandate is the accreditation of child and youth care post-secondary programs. CYCEAB accreditation activities document efforts to be accountable to children, youth, and families; to students; and to the profession.

CYCEAB is built on its values of inclusiveness, engagement, reflective practice, and commitment to quality and expects its board members to carry out their work based on these values. Its Board of Directors is an operating board, and its President serves a Chief Executive Officer role. The board is comprised of nine members with equal representation across the three regions of Canada: West, Central and Northern, and East.

Board members have an affiliation to a post-secondary institution or a child and youth care association or program, although they serve and vote as individuals and not as representatives of the organizations to which they belong. They are elected for a three-year term for a maximum of two terms. However, they may serve more when the board member is willing to continue and there is no one else to fill the vacant seat.

CYCEAB's Board of Directors is responsible for the effective governance of the organization, overseeing vision, mission, and internal operations of the organization. The board and its individual directors hold overall fiscal and managerial oversight responsibility for CYCEAB. They are charged with the supervision and oversight of CYCEAB's mission, and they are responsible for making decisions, delegating work, and assuring decisions are carried out in the manner intended. Board members serve as ambassadors for CYCEAB, inside and outside of organizational commitments.

Board members act in a position of trust, and they adhere to the policies and procedures set out by the organization.

## **Board Roles and Responsibilities<sup>1</sup>**

1. Determine mission and purposes. It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
2. Make the decisions on the accreditation of post-secondary programs, by carefully considering and voting on the recommendations made by the Recommendation Panel.
3. Select the senior leadership officers and staff of the organization, e.g., President, Vice President, Treasurer, Secretary, Office Manager, and Accreditation Coordinator.
4. Boards must reach consensus on senior leadership's responsibilities and undertake a careful search to find the most qualified individuals for the positions.
5. Support senior staff and officers. The board should ensure that senior leadership has the moral and professional support they need to further the goals of the organization.
6. Ensure effective planning. Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
7. Determine which programs are consistent with the organization's mission and monitor their effectiveness.
8. Plan for, and ensure, the provision of adequate financial resources for the organization to fulfill its mission.
9. Protect assets and provide financial oversight, by assisting in developing the annual budget and ensuring that proper financial controls are in place.
10. Build a competent board, by articulating prerequisites for new candidates, orienting new members, and periodically and comprehensively evaluating its own performance.
11. Ensure legal and ethical integrity, by adhering to legal standards and ethical norms.
12. Enhance the organization's public standing, by clearly articulating the organization's mission, accomplishments, goals to membership and the public, as well as garnering support from the community.

## **Director Responsibilities**

1. Serve as a leading ambassador of CYCEAB's mission, vision, services, and events.
2. Agree to a three-year board term with the option of renewal for two consecutive terms.
3. Regularly attend and prepare for monthly board meetings and important related meetings.
4. Volunteer for and willingly accept assignments and complete them thoroughly and on time.
5. Serve on at least one committee, preferably as a chair, and attend committee meetings.
6. Make a serious commitment to participate actively in CYCEAB and the work of its Board of Directors.
7. Review and approve necessary organizational policies.
8. Participate in self-evaluation of personal board service.
9. Participate in the appointment of Executive Committee members.
10. Be knowledgeable about CYCEAB's mission, vision, programs, and events.
11. Be knowledgeable about the accreditation process and associated resources including the Self-Study Guide, the Site Review Guide.
12. Stay informed about board matters, prepare themselves for meetings, and review and comment on issues of importance.

13. Participate in creation of strategic plan and conduct an annual review of the strategic plan.
14. Get to know other board members and CYCEAB members and stakeholders and build a collegial working relationship.
15. Respond to requests for feedback or decisions between meetings in a timely manner.
16. Understand financial statements or commit to learning about non-profit financial oversight.

## **Qualifications for Service**

- Past or current engagement in CYCEAB (e.g., partnership, membership, CYCEAB committee participation, etc.)
- Involvement in child and youth care education
- Currency in child and youth care education
- Knowledge and skills one or more areas of board governance: policy, finance, programs, personnel, and advocacy.
- Interest in and willingness to support CYCEAB's goals and objectives
- Initiative
- Integrity
- Analytical ability
- Sensitivity and awareness
- Leadership
- Sound decision-making ability
- Planning skills
- Ability to organize and monitor work
- Collaborative
- Commitment to open and honest communication

## **Time Commitment**

Board members participate in monthly virtual meetings throughout the year. The board does not normally meet during July and August. Additionally, board members participate in virtual meetings and ongoing communication with their assigned committees, task forces, and work groups. Board members are expected to prepare for, attend, and conscientiously participate in board meetings and to participate fully in one or more committees.

## **Executive Committee of the Board**

### **Board President**

The President chairs the Executive Committee and board meetings. In addition to the member-at-large responsibilities and in accordance with organizational bylaws, the President of CYCEAB shall ensure that all meetings are facilitated by a member of the Board of Directors. The President shall perform all duties customary to the office of the President and have such powers as may be reasonably construed as belonging to the chief executive of any organization.

The President may have such additional duties as delegated to them by the Board of Directors:

- Ensure facilitation of board meetings after developing the agenda with the Office Manager and/or Executive Committee.
- Actively recruit new board members and help to retain current board members.
- Partner with CYCEAB board members, advisors, and volunteers in achieving the organization's mission.
- Provide leadership and direction to CYCEAB's Board of Directors.
- Encourage transparent communication between all board members.
- Help guide and mediate board actions with respect to organizational priorities and governance concerns.
- Participate in the creation and implementation of the strategic plan.
- Encourage board participation in the strategic planning process.
- Ensure that timelines are met and that parties are accountable to their responsibilities within the strategic plan.
- Communicate as needed with committee chairs to ensure that action items are met and that activities are aligned with the mission and vision.
- Discuss issues affecting the organization with the board and any other relevant parties.
- Represent CYCEAB as an ambassador for the mission at events and other activities.
- Monitor financial planning and financial reports.
- Play a leading role in revenue generation activities including cultivation and stewardship.
- Annually encourage evaluation of the board and the performance of the organization and its mission.
- Present at each annual meeting of the organization an annual report of the work of the organization.
- Ensure that all documents, reports, and certificates required by law are kept or filed.
- Act as one of the officers who may sign the cheques or authorize payment on behalf of the organization.
- Perform such other duties as may be assigned to them by the Board of Directors.

### **Board Vice President**

The Vice President is an integral member of the Executive Committee. In addition to the member-at-large responsibilities and in accordance with organizational bylaws, the Vice President shall serve in the President's place in the event the President is unable to serve or perform duties delegated to the President. The Vice President may have such additional duties as delegated to them by the Board of Directors or the President:

- In absence of the President, coordinate facilitation of board meetings, ensure agendas and minutes are distributed, and implement the strategic plan.
- Report to the President of the Board of Directors.
- In the event of the absence or inability of the President to exercise the office of the President, become acting President of the organization with all the rights, privileges, and powers as if having been duly elected as president.
- Works closely with the President, board members, and organizational staff.
- Help the President and Chair of the Human Resources Committee develop and implement office transition plans.
- Perform other responsibilities as assigned by the board.
- Actively recruit new board members and help to retain current board members.
- Provide leadership and direction to the Board of Directors.
- Ensure transparent communication between all board members.
- Help guide and mediate board actions with respect to organizational priorities and governance concerns.
- Represent CYCEAB as an ambassador for the mission at events and other activities.
- Play a leading role in revenue generation activities.
- Perform such other duties as shall be assigned to them by the Board of Directors.

### **Board Treasurer**

The Treasurer is an integral member of the Executive Committee. In addition to the member-at-large responsibilities and in accordance with organizational bylaws, the Treasurer is primarily responsible for overseeing CYCEAB's finances. In addition to the board member-at large responsibilities, the Board Treasurer has the following responsibilities:

- Oversee all revenues and expenses and creates financial statements (e.g., balance sheet, income statement, and cash flow statement) and communicate this information to the board on a quarterly basis.
- Work with the CYCEAB's staff and board to create CYCEAB's budget draft and seek approval from the board on annual budget.
- Ensure development and board review of sound fiscal policies and procedures.
- Act as an official signer on the CYCEAB's bank account.
- Oversee any financial agreements.
- Participate in revenue generation activities including cultivation and stewardship.
- Serve as the chair of the Finance Committee.
- Provide a full financial report to the board of directors annually.

## **Board Secretary**

The Board Secretary is an integral member of the Executive Committee. In addition to the member-at-large responsibilities, the Secretary fulfills a leading role in outreach activities and the development and implementation of engagement strategy to promote accreditation within the Child and Youth Care post-secondary community. In addition to the board member-at-large responsibilities, the Secretary shall:

- Play a leading role in developing and implementing engagement strategy.
- Actively participate in outreach activities to promote accreditation and the work of CYCEAB within the post-secondary CYC community and with CYC national and provincial associations.
- Play a leading role in membership recruitment.
- Ensure committees are in alignment with each other on achieving the outcomes identified in their board-approved priorities and action plans.
- More broadly, in collaboration with the Office Manager, ensure the proper management and utilization of important records such as meeting minutes and the organization's bylaws, as well as keeping track of board member terms and important filing deadlines for the organization's incorporation and charitable status.
- Ensure the filing of any certificates required by statute, federal or provincial.
- Have sufficient familiarity with legal documents (articles, by-laws, etc.) to reference as required.
- Work with the Policies and Procedures Committee in keeping the bylaws accurate and relevant.

## **Sources:**

<sup>1</sup> From *Ten Basic Responsibilities of Nonprofit Boards* by Richard T. Ingram (BoardSource, Second Edition 2008)

Society for Nonprofits (snop.org) - [Board Job Descriptions | Society for Nonprofits \(snpo.org\)](#)

CYCEAB Bylaws - [CYCEAB-Bylaws-Approved-Jan-20-2022.pdf \(cycaccreditation.ca\)](#)