



Director Job Description: Director-at-Large

Term: Five (5) years

Time Commitment: approximately 15-20 hours annually

Revised: June 2020

All Board Directors commit themselves to LU's mission and programs and actively participate in the development of Board policies and procedures by keeping up to date with pertinent issues and trends and thinking strategically about the implications of the items under discussion. In particular, they will become familiar with the LU By-law and the duties and responsibilities of a Director described therein. They understand the time required to be an effective Board Member and agree to provide this time and to participate in special projects or *ad hoc* Board Committees as needed. They commit to maintain confidentiality, to recuse themselves in the case of a conflict of interest; and to use collaborative communication and interpersonal skills.

Job Overview:

In collaboration with the other member of the Board of Directors, oversees the development of policies and procedures to ensure the organizational effectiveness of Learning Unlimited Etobicoke.

Position Specific Duties and Responsibilities:

1. Serves as an advocate of the organization
2. Attends Board meetings and the Annual General Meeting
3. After one (1) year serves as an active member of one of the following Standing committees of the Board:
 1. Curriculum Committee
 2. Registration Committee
 3. Audio-Visual Committee

Competencies/Qualifications:

1. Excellent analytical and problem-solving skills
2. Excellent interpersonal, team, and facilitation skills
3. Computer competency in Word, e-mail, and preferably Excel

