

James Cameron School Board Role Profile

Position: Director at Large

James Cameron School

James Cameron School (JCS) is operated by the Fraser Valley Society for Children with Learning Disabilities, a registered charitable organization established in 1980. Its membership consists of parents or guardians of students currently enrolled at James Cameron School. It is registered as a Society with the Registrar of Companies and as a Charitable Organization under the Income Tax Act. JCS is an independent school operating under the guidelines established by the Ministry of Education under the Independent School Act.

Board representatives are elected at the Annual General Meeting of the Society. The Board of Directors consists of parents of former students and members of the community. This dedicated volunteer board is accountable for the school's strategic planning, financial management, governance and successful operation. The Board of Directors meets monthly. The Society Annual General Meeting is in October.

Role & Responsibilities

1. Prepares, attends and participates in board meetings and Society functions on a regular basis
2. Bring required expertise to the deliberations of the Board
3. Has a strong interest in the affairs of the Society
4. To act honestly in good faith and in the best interest of the Society
5. To exercise the care, diligence and skill of a reasonable prudent person in performing the powers and functions of a Board Member;
6. Successfully pass a criminal record check

Skills & Experience

1. Previous experience with not-for-profit committees or Boards
2. A range of skills sets among the board members is desired, including: financial management, governance, strategic planning, fundraising, marketing & communications, human resource management, legal, and education.

Specifically, position skill sets include:

Marketing & Stakeholder Relations

1. Chair Marketing Committee meetings
2. Work closely with school administration to administer communications
3. Develop and manage annual marketing plan, focused on new student registrations
4. Develop and manage annual stakeholder relations plan
5. Work with contractors to maintain website & social media content

Education

1. Work closely with school administration on all aspects of education program governance
2. Meet the requirements of the Independent School Act
3. Ensure BC Ministry of Education requirements are met with a particular focus on the Educational Standards and Special Education Programs and Funding

4. Promote staff development and human resource opportunities and support positive, effective working relationships
5. Support school administration to meet the Leadership Standards for Principals in British Columbia
6. Maintain and implement an education technology strategy for the Board.

Finance & Audit

1. Develop knowledge and skills to be successor for Treasurer position
2. Accounting and financial management experience, ideally possess professional accounting or finance designations
3. Experience in areas of auditing, budgets, financial stewardship, risk management
4. Develop and maintain a Risk Register for the Board

Fundraising

1. Chair Fundraising Committee meetings
2. Work with Treasurer and Chair to determine annual fundraising goals
3. Oversee fundraising efforts for annual and longer-term financial targets
4. Implement annual fundraising events eg golf tournaments or pub nights
5. Ensure community grant applications are submitted
6. Develop donation program

Strategic Planning & Governance

1. Maintain and update the Society's Strategic Plan, conducting annual review session(s) with the Board
2. Maintain and update the Society's Succession Plan, conducting annual review session(s) with the Board
3. Be a driver for change management within the Board

Legal

1. Provide advice on legal matters such as contracts, agreements, employment matters, Society member debts, and issues that may arise from time to time
2. Prepare correspondence on behalf of the school for specific legal related matters
3. Assist with procurement processes and contracts

Minimum Commitment: 3 years

Interested candidates can apply by sending an email to jcsboard@jcs.bc.ca.

Thank you for your time and consideration.

Last Updated: October 6, 2016