

JOB DESCRIPTION



Position:	Board Member/Director (Volunteer)
Term:	Three years, appointed annually at the Annual Meeting of the Members (AMM). Terms may be renewed up to 3 times for a total of nine years

Accountability: All Board members share collective responsibility for the strategic oversight, organizational leadership, and effective governance of ReForest London. The Board is accountable to its stated goals, and individuals and committees are expected to take active responsibility for advancing these goals and commitments.

Culture & Responsibility: We aim to be a Board that functions in a collaborative and engaged manner. We are entrepreneurial, meaning we move quickly to explore opportunities that align with our vision and mission. While our work is serious, we expect members to approach it with good humour, positive energy, and a true spirit of excitement fueled by ReForest London's mission. Board members are responsible for celebrating milestones and comfortably discussing accountability when goals are not met.

Authority: No individual Board member has the authority to make decisions outside of the ReForest London by-laws or policies.

Principle Duties: Every member of the Board of Directors is expected to do the following:

- **Be Prepared:** Review the board agenda and accompanying materials in advance of meetings, and be familiar with RFL's policies, procedures, finances, budget, and resource needs.
- **Actively Engage:** Participate in discussions, identify challenges and barriers, and ask how to help.
- **Provide Leadership:** Set strategic priorities, organize the Board and committees, and oversee program planning and evaluation.
- **Financial & Policy Oversight:** Formulate and oversee policies, and manage finances, including the adoption and oversight of the annual budget.
- **Fundraising:** Make RFL one of your top giving priorities each year (suggested as one of your top three charities). Actively identify, solicit, cultivate, and thank prospective donors.
- **Ambassadorship:** Promote RFL's mission and programs to the wider community.

Time Commitment: ReForest London is a hands-on "working Board". Board members should expect to spend between ten to fifteen hours per month to fulfil the expectations of their role. The expected time commitment includes:

- **Board Meetings:** Monthly meetings held on the first Tuesday of the month at 5:00 p.m., typically lasting 2 hours.

- **Committee Work:** Active participation on at least one standing committee (meeting monthly typically lasting 2 hours).
- **Special Events:** Attendance is required at the Annual General Meeting (AGM) in June, as well as at least one tree planting, one partner event, and one volunteer appreciation event per year.

Removal of a Board Member: Attendance is critical to support the full contribution of all board members. A board attendance problem is defined as missing two un-notified absences in a row, three notified absences in a row, or missing one-third of the total board meetings in a 12-month period. If an attendance problem occurs, the Chair will discuss the issue with the member, which may result in a formal warning or a request for a letter of resignation. Ultimately, a Director may be removed by a majority vote of the Board if they fail to attend half of the regular Board meetings in any twelve-month period.

Application Process: Individuals interested in serving as a Board Director are invited to apply online at <https://airtable.com/app3ffQngMYa3LeVu/shrHBz934YEGxWhT0>. Applications will be reviewed by the Nominating Committee, and all applicants will be contacted to advise whether they have been selected to move forward in the interview process.