

LAS Board Member Job Description

The Board of Directors as volunteers are the legal authority for LAS. As a member of the Board, a Director acts in a position of trust for the members and is responsible for the effective governance of LAS.

Term

Directors are elected by the membership. Directors serve between two and three-year terms.

Requirements

- Commitment to the work of LAS; and,
- Knowledge and skills in one or more areas of LAS Board Member Competencies.

Responsibilities

The LAS Board Director must:

- Attendance at regular board meetings and important related meetings.
- Commitment to participate actively in LAS Board work as required.
- Stays informed about LAS matters, prepares themselves well for meetings, and reviews and comments on minutes, reports and decisions in matters of policy, finance, and programs and services.
- Gets to know other Board members and builds a collegial working relationship that contributes to consensus.
- Is an active participant in LAS' annual evaluation and planning efforts.
- Approve, where appropriate, policy and other recommendations received from the Board and senior staff.
- Monitor all Board policies.
- Review the by-laws and policy manual, and recommend bylaw changes to the membership.
- Review the board's structure, approve changes, and prepare necessary bylaw amendments.
- Participate in the development of LAS organizational plan and annual review.
- Approve LAS' budget.
- Assist in developing and maintaining positive relations among the Board, LAS staff and members to enhance LAS' mission.

Time Required

LAS Board meets up to four times per year in Toronto, virtual attendance is also an option. Meetings are generally two hours. Advance preparation time for each meeting will also be required.

Every five years the LAS Board holds a retreat to renew the strategic plan for the organization.

Qualifications

Directors must be individuals who meet the following criteria:

- be an individual of eighteen (18) or more years of age;
- not be declared incapable by a court in Canada or any other country;
- not have the status of bankrupt;
- be nominated through the nomination process in place from time to time.

LAS Board Member Competencies Matrix

	Board Member								
	Chair	1	2	3	4	5	6	7	8
Term Expiry									
Core Board Knowledge, Skills and Experiences									
Senior Level Management Is a senior administrator within a municipality or currently sits on municipal council.									
Sector Knowledge Familiar with the financial, legislative and regulatory complexities under which municipal governments operate.									
Governance or Board Knowledge Understands the structure and rules of the board of directors, its relationship with LAS staff, the guidelines involved in disclosing information and the importance of the governance role in the monitoring and oversight of LAS' practices.									
Oversight and Ethics Demonstrates sufficient knowledge of financial matters to judge financial indicators of LAS' performance and demonstrates a high standard of personal values and ethics.									
Desired Knowledge, Skills and Experiences									
Business Development Is leading/has led the development and implementation of new approaches and solutions to problems and is able to link this experience with LAS' definition of business development.									
Communications Understands the importance of solidarity in Board decisions, even though the Director may not agree with the decision taken; respects the confidentiality of LAS' business information and the deliberations of the Board. Acts as an advocate for LAS.									
Diversity Enhance the LAS Board's ability to reflect the diversity in municipal governments.									
Entrepreneurial Explores and assesses trends and issues affecting the future of municipal governments.									
Geography Enhance the LAS Board's ability to reflect the geographical diversity of municipal governments.									

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Finance and Audit Demonstrates a broad understanding of financial management principals to ensure decisions are fiscally sound and responsible.									
Financing Strategies (e.g., investing) Knowledge of long term financing strategies available to municipal governments.									
IT, e-Commerce, Privacy Management Knowledgeable of efficient and cost-effective approaches and strategies for integrating technology into LAS. Understands the impact of technological changes on LAS.									
Member Relations Understands the importance and practices to maintain effective member relations. Personally engages in activities to improve member relations.									
Risk Management Demonstrates an ability to identify the costs, benefits, and risks of Board decisions; able to assess LAS' capacity to implement its strategy.									
Strategic Thinking and Planning Shows an appreciation LAS' mission and strategic plan and is able to evaluate and provide insight into strategic direction.									