

Job Title: Director Programs & Services

Job Overview: Liaison between the Board and specific committees ensuring committees are achieving their goals and are aligned with Board Governance and established standards.

Time Commitment: 6-10 hours monthly

Standard Board Member Responsibilities & Duties:

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

- Prepare for and participate in board meetings
- Listen to others' views, advocate their own, identify common interests and alternatives, and be able to compromise
- Support governance decisions once made
- Participate in the review of the Society's mission and objectives and in the development of a strategic plan
- Help the board to monitor the performance of the Society in relation to its mission, objectives, core values and reputation
- Abide by the by-laws, code of conduct, conflict of interest and other policies that apply to the board
- Participate in the approval of the annual budget and monitor the financial performance of the Society in relation to it

Job Specific Responsibilities & Duties:

- Provide Board guidance, communication, and support to the Archives Committee, Speaker Series Committee, Community Events, and House Tour Committee ensuring the committees have the necessary resources to fulfill committee annual goals.
- Lead the Speaker Series and House Tour Committees, ensuring plans are created and implemented on time and within policy guidelines.
- Co-ordinate with the Archives volunteers ensuring they have the necessary information, resources and budgets to successfully achieve the Annual Plan.
- Lead Community Events for the GHS, ensuring all agreed to events have the necessary resources and funding in place for success.

Key Qualifications:

- Strong organization, relationship building and communication skills
- Knowledge of community events

