



**WIL Skill Centre
Board of Directors Job Description**

Position: Board of Director (Unpaid volunteer)
Time commitment: 6-8 hours quarterly (meetings, preparation, committees, events)
Term: 2-year terms; eligible for re-election upon the expiry of their term

The WIL Skill Centre is a non-profit corporation that manages property in downtown London for leasing to social and community organizations and agencies. As a community of practice, the organizations draws on the collective expertise and resources for the benefit of the clients served by all organizations and their partnering stakeholders. The Board of Directors is seeking some dedicated volunteer board members to focus on further development of the mission, mandate and strategic plan of the WIL Skill Centre.

Purpose: The board will support the work of the WIL Skill Centre and provide mission-based leadership and strategic governance. While day-to-day operations are led by WIL’s Executive Director (ED), the board-ED relationship is a partnership, and the appropriate involvement of the Board is both critical and expected

Accountability: The Board of Directors is collectively accountable to WIL’s clients, the community, funders, and other stakeholders. They are accountable for WIL’s performance in realizing its vision and achieving its goals as well as for the effective stewardship of financial, human, and other resources

Responsibility: Board members are responsible for acting in the best long-term interests of the organization and the community and will bring to their deliberations a broad knowledge, a long-range view and openness to learning

Principle Duties

Every member of the Board of Directors, including the Board’s officers, is expected to do the following:

Fiduciary

- Being informed of, and meeting all, legal and fiduciary responsibilities
- Participate in the approval of the annual budget and monitor the financial performance of the Organization in relation to it

- Participate in the hiring, annual performance evaluation, and firing of the ED as well as succession planning for key leadership positions
- Identify prospective board members and possibly help recruit and mentor them
- Prepare, attend and actively participate in all board meetings
- Participate in the evaluation of the board itself (annual board self-evaluation)

Strategic

- Participate in the development and approval of a strategic plan to help guide future decisions and monitor performance of the strategic plan
- Acting as an ambassador for the organization
- Serving on committees or task forces and taking on special assignments

Generative

- Serve as a trusted advisor to the ED
- Keep informed about community issues and the broader environment relevant to the work of WIL
- Listen to others' views, advocate their own, identify common interests and alternatives, and be open to compromise

Desired Skill Sets

- Real Estate/Property Management/Property Law
 - Familiarity with not for profit facility and property management
 - Property evaluation and assessment experience
 - Legal compliance, agreement drafting and negotiations skills
- Information Technology
 - Familiar with management and execution of IT infrastructure
 - Experience with network development, security, front line usage and back office systems
- Strategic Planning
 - Experience participating in strategic planning for not for profits, in particular not for profits with property or facility management responsibility would be an asset

Qualifications

The following are considered key job qualifications:

- Availability of sufficient time to devote to board duties
- A commitment to learning about the community and the field in which WIL operates
- A commitment to make significant contributions to the organization's vision, mission, and strategic direction

Evaluation: The performance of individual directors is evaluated annually in the context of the evaluation of the whole board and is based on the carrying out of duties and responsibilities as outlined above.