**Position Description  
*Duties and Expectations of a Director***

**Purpose**:  
The Alberta Pituitary Patient Society (APPS) is committed to ensuring that it achieves standards of excellence in the quality of its governance and has adopted this policy describing the duties and expectations of Directors.

**Application:**This policy applies to all Directors and is provided before they apply for appointment to the Board.

**Position Description:**As a member of the Board of Directors, and in contributing to the collective achievement of the role of the Board, the individual Director is responsible for the following:

**Fiduciary Duties**

* Act honestly, in good faith and in the best interests of the organisation.
* Support the organisation’s mission, purposes, goals, policies, and programs.
* Review the organisation’s financial statements and otherwise help the Board fulfill its fiduciary responsibilities.
* Assist the organisation with development and implementation of funding strategies.

**Accountability**

* Serve the organisation as a whole rather than any special interest group or constituency.
* Avoid the appearance of a conflict of interest that might compromise the Board or the organisation and disclose any possible conflicts to the Board in a timely fashion.

**Governance**

* Come prepared and well informed to participate in discussions at Board and Committee meetings, follow our Code of Conduct, and support Board decisions.
* Maintain confidentiality of the Board’s executive decisions and speak for the Board or organisation only when authorized to do so by the Board, Executive Committee, or when requested by the President.
* Suggest agenda items for Board and Committee meetings to ensure that significant policy-related matters are discussed.

**Commitment**

* A Director is expected to commit the time required to perform duties. It could be that a director will be expected to devote an average of 6-8 hours per month. The Board of Directors meet monthly throughout the year, one meeting of which could be face-to-face.
* Ensure regular attendance at Board Meetings. Provide Secretary with advance notice in the event of an absence.
* Serve on at least one standing committee of the Board.
* Attend activities and events sponsored by the organisation whenever possible.
* Represent the Board and/or the organisation at local, provincial and national events.
* Suggest possible nominees to the Board who are people of achievement and who can make significant contributions to the work of the Board and the progress of the organisation.

**Education**

* Continuously expand knowledge about the activities of the organisation and its stakeholders, and the rare disease environment in general.
* Participate in expert training sessions organized by APPS.

**FREQUENTLY ASKED QUESTIONS**

**Q. Who can apply to serve on the Board of Directors?**

APPS seeks to fill its Board with a diverse group of people who support the organisation’s mission, values, purposes, goals, policies and programs.

**Q. How many vacancies exist?**

In 2020, there are five (5) vacancies on the Board of Directors. Tenure is either for a one-year or two-year term to ensure consistency of knowledge transfer.

**Q. What skills are required to join the Board of Directors?**

We are particularly interested in individuals whose experience and skill set includes a combination of the following:  
  
• Finance, accounting  
• Grant writing  
• Fundraising  
• Web design  
• Public relations, communications, social media  
• Advocacy on a provincial level  
• Event planning  
• Non-profit, governance, management, administration experience

**Q. Is it essential for applicants to have previous Board experience?**

No. APPS is a thriving, growing provincial organisation and we are seeking applicants best positioned to lend knowledge and leadership in order to work efficiently to invest in the growth, development and sustainability of the organisation. Applicants should be fully committed to the best interests of the general membership of APPS.

**Q. What is the composition of the Board of Directors?**

Currently, the Board is comprised of the President, Vice-President, Secretary, Treasurer and Directors.

**Q. Is there financial compensation for the Board of Directors?**

No. Members of the APPS Board are volunteers and may be reimbursed for Board pre-approved expenses.

**Q. What is the nomination and election schedule?**

* The call for nominations to the Board of Directors opens on June 30, 2020 and closes on July 17, 2020.
* A slate of applicants is submitted to APPS’ Board of Directors on July 21, 2020.
* The applicants are notified of the status of their application on July 24, 2020.
* The slate will be ratified at APPS’ Annual General Meeting (AGM) on July 28, 2020.
* New Board Members will join their first Board of Directors meeting immediately following the AGM on July 28, 2020.

**Q. What if I have more questions?**

For additional information please email: [info@albertapituitary.org](mailto:info@albertapituitary.org)