



**ANNAPOLIS HERITAGE SOCIETY**  
ANNAPOLIS ROYAL • NOVA SCOTIA • CANADA  
 Human Resources

<b>Position Title:</b> Board Member	<b>Reports to:</b> President - AHS	<b>Term:</b> Annual	<b>Review Date:</b> Annual
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**Accountability:**

The Board of Directors of the Annapolis Heritage Society are collectively accountable for the organizations performance in respect to the mission and objectives of the organization and for the stewardship of financial resources. The Directors are accountable to members, key stakeholders and the community in general.

**Authority:**

Board members have no authority to act individually in the direction of staff and volunteers or to act as spokesperson for the organization unless specifically given such authority by the board.

**Responsibility:**

Board members are responsible for the effective governance of the organization including its vigorous pursuit of its mission, financing and objectives, the adherence to its core values.

**General Duties:**

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

- Prepare for and attend board meetings
- Work as a team and support board decisions
- Review, clarify and amend the mission and objectives of the organization
- Develop, amend and approve by-laws and governing policies outlining key financial, staff/personnel, client services and board practices
- Monitor the performance of the organization
- Keep informed about community issues relevant to the Society
- Participate in the recruitment of new Board members

**Qualifications:**

The following are considered key job qualifications:

- Knowledge of the community
- Commitment to the Annapolis Heritage Society’s mission
- Time (as required)
- Openness to learning