



SPINAL CORD INJURY ONTARIO  
LÉSIONS MÉDULLAIRES ONTARIO

# Board Director Position Description

# Director Opportunity Position Description

## Role of SCIO Board of Directors

Many prospective Board members currently serve, or have served, on organization boards and may come to SCIO with personal experiences and perceptions of how a board operates.

The SCIO Board of Directors functions as a policy board. A brief outline of the roles and responsibilities of the Board is described below.

### ✓ ***Strategic Planning and Mission, Vision and Values***

- The Board upholds the organization's mission, vision and values.
- The Board ensures that the organization develops and adopts a strategic plan that is consistent with its mission and values, and which will enable the organization to realize its vision. The board participates in the development, and ultimately approves the strategic plan.

### ✓ ***Quality and Performance Measurement and Monitoring***

The Board is responsible for establishing a process and schedule for monitoring and assessing performance in areas of Board responsibility including:

- Fulfillment of the strategic directions in a manner consistent with the mission, vision and values
- Approves an annual Quality Improvement Plan

### ✓ ***Financial Oversight***

- The Board is responsible for stewardship of financial resources including ensuring availability of and overseeing allocation of financial resources.
- The Board approves financial plans and approves the annual operating and capital budget.
- The Board monitors financial performance against budget.
- The Board approves investment practices and monitors compliance with policies.

### ✓ ***Risk Identification and Oversight***

- The Board oversees risk management including financial and non-financial issues.

### ✓ ***Oversight of Management including Selection, Supervision and Succession Planning for the CEO***

The Board recruits and supervises the CEO by:

- Developing and approving the CEO job description
- Undertaking a CEO recruitment process and selecting the CEO
- Reviewing and approving the CEO's annual performance goals
- Reviewing CEO performance and determining CEO compensation, tied to achievement of targets
- Ensuring succession planning is in place for the CEO and senior management

### ✓ **Stakeholder Communication and Accountability**

- The Board identifies the organization's stakeholders and understands stakeholder accountability
- The Board performs advocacy on behalf of the organization with stakeholders where required in support of the mission, vision and values and strategic directions of the organization

### ✓ **Governance**

- The Board is responsible for the quality of its own governance

### ✓ **Legal Compliance**

- The Board ensures that appropriate processes are in place to ensure compliance with legal requirements.



### **Remuneration**

Members of the Board do not receive any stated remuneration for their services, but they are entitled to be reimbursed for their travel and other expenses properly incurred by them in connection with the affairs of SCIO, and in attending meetings of SCIO.



### **Time Commitment and Terms of Appointment:**

Board Members are elected for a one-year term and can be re-elected for additional terms of one year each for a total of eight years. The initial expectation is that a director will stand for at least two years.

The Board of Directors meets at least five times each fiscal year (April 1 – March 31) and there is one Annual General Meeting with SCIO membership. Directors are required to attend and participate in at least 80 per cent of regular meetings and to be an active member of one Board sub-committee. Committees include: Finance, Advocacy, Quality, Marketing & Fundraising and Governance & Nominations. Board members are also required to make a financial contribution to SCIO and actively support fundraising activities and events.

SCIO is an advocate for equity and is committed to ensuring representation in its community. We welcome applications from individuals with the experience, skills and knowledge to productively engage with diverse communities across the province. SCIO seeks to maintain its commitment to excellence and recognizes that increasing the diversity of its Board across the province supports this objective.

Given the essence of SCIO, lived spinal cord injury experience will always be considered an important criterion among the many that are part of any given search. SCIO is dedicated to achieving accessibility in volunteer positions for persons with disabilities, while ensuring an inclusive, barrier-free selection process. Reasonable and appropriate accommodation will be provided during the recruitment process upon request and addressed confidentially.

Please send applications to [lynn.francis@sciontario.org](mailto:lynn.francis@sciontario.org)