



Board Representative

Job Description

RESPONSIBILITIES OF A BOARD REPRESENTATIVE

Purpose

This policy lists the responsibilities and duties of all members of the SUS Board of Directors.

Legal Duties

Fiduciary Duty

1. Make decisions about the financial, legal, and ethical obligations that the organization must fulfill.
2. Act honestly, in good faith, and in the best interests of the Society.
3. Look to the long-term interests of the Society, a duty that will vary with the situation at hand.
4. The duty to treat individual stakeholders affected by the Society's actions equitably and fairly.
5. Consider what is in the best interests of members, employees, creditors, consumers, governments, and the environment to inform their decision;
6. Act in the best interests of the corporation in a fair manner commensurate with the corporation's duties as a responsible corporate citizen;
7. Not make decisions where one set of interests, for example the interests of members, prevail over another set of interests;
8. It is the primary function of the director to do what is in the best interests of the Society in any particular situation.

Duty of Care

1. Ensure the organization has the resources that it requires.
2. Be prepared for and attend board meetings.

Duty of Loyalty

1. Put the organization's interests above your own.
2. Avoid and report conflicts of interest that you may have.

Statutory Duties

1. Ensure compliance with bylaws and legal filings.





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Responsibilities

1. Ensure the organization has a clear mission and that all organizational activities are in support of the mission.
2. Support the most senior staff member and ensure effective senior leadership of the organization.
3. Protect and steward the organization's assets; ensure financial and non-financial risks are mitigated.
4. Ensure that the organization has sufficient resources to carry out its mission.
5. Be ambassadors by ensuring that the organization's mission and work is shared widely and consistently.

Ethics and Principles

1. A Director must act honestly and in good faith exercising oversight with diligence, prudence, and the care that reflects you are acting in the best interests of the Society.
2. A Director who has personal interests or has relationships with people with personal interests in any Society business, contracts, legal positions, policies, transactions, or strategic decisions must fully and promptly disclose the nature and extent of their conflict of interest to the Board as a whole.
3. A Director must understand and accept that the role of the Society's Board is to act as an oversight body, and is not involved in day-to-day operations, administration, or management processes.
4. A Director must behave respectfully and professionally toward other board members, student union staff, and members both publically and privately (this includes all forms of media such as news articles and social media platforms).
5. Directors may speak freely at Board meetings, but once the Board has made a decision, the Director must unequivocally support those decisions.
6. Directors must recognize and respect the fact that the President is the primary spokesperson for The Society and is the only person authorized to speak for the Board or the Society.
7. Directors are expected to attend and participate in all Board and General Meetings and miss no more than three (3) Board meetings in a year.
8. Directors must work within the approved SUS budget.
9. Directors are expected to acquire a working knowledge of the BC Societies Act, the SUS Bylaws and Policies, Robert's Rules, and any other items governing the business of the Society.

