



## Board of Directors

*Vice President*

### ABOUT US

Bourkevale Community Centre is a not-for-profit organization operated by a volunteer board of directors. The centre provides a wide range of programs and services to the community and organizes a number of special events throughout the year.

### ROLE OVERVIEW

Board members provide leadership, governance, and oversight, working collaboratively to uphold the mission and values of the community centre. The Vice President is a volunteer position with a time commitment of approximately 4-6 hours per month, including board meetings. Additional hours are encouraged for Bourkevale special events.

As a member of the board, you will have an opportunity to make an impact in your community, develop leadership and governance skills and meet like-minded community members. All board members must be a minimum of 18 years of age.

### KEY RESPONSIBILITIES

- Assist the President in overseeing board meetings, strategic planning, and governance to support the centre's growth and sustainability.
- This position should be prepared to be the President's successor.
- Ensure financial accountability and sound management of resources.
- Uphold the centre's policies, bylaws, and ethical standards.
- Support special events, as available.
- Assist in setting priorities, ensuring the board stays focused on key objectives.
- Support board member recruitment and engagement.