



Board Position Description – Member at Large

Policy Type: Board	Approval Date: February 25, 2009
Sub-Category: Governance	Amended:
Last Review Date: November 2017	Next Review Date: November 2020

Term of Office:

The term of office is two years, renewable once. A partial term longer than 12 months is deemed to be a full term. The term of the incoming Member at Large will begin immediately following the Annual General Meeting (AGM). Also refer to the AOM Constitution.

Board Responsibilities:

- Fulfill duties as outlined in Article 5 of the AOM Constitution
- Determine and support the organization's mission, vision and values
- Ensure a strategic plan is developed and guides the operations of the AOM
- Ensure the budget adequately reflects the organization's program priorities
- Set and support policy on all non-administrative matters
- Provide financial oversight by ensuring proper financial policies are in place and an audit is conducted on an annual basis
- Provide oversight on issues of legal and regulatory compliance, ensuring that AOM's obligations are met
- Represent the AOM to stakeholders and the public as requested by the Board
- Serve on AOM Committees and/or Workgroups as required by the Board
- Prepare for, attend, and participate in approximately four regular Board Meetings per year (three teleconference meetings and one 2-day in person meeting)
- Prepare for, attend, and participate in the annual two and half day (plus travel) Board intensive
- Board members are asked to be off-call for the in person meetings
- Assist in the hiring and performance review process of the Executive Director as required
- Participate in the recruitment, orientation and training of new Board members
- Conduct regular performance reviews of the Board as a whole and of the President

Member at Large Responsibilities:

- Participate and/or lead in various Board initiatives as required by the Board that assists in fulfilling the strategic plan
- Provide additional support to the Board in matters such as committee participation, AOM Board representation at various functions and meetings, etc.
- The Member at Large will be expected to lead at least one committee, work group or task force or participate as the Board-appointed AOMBT Trustee as required by the Board

Estimated Work Hours:

Description	Estimated Hours
Board work hours (meetings, preparation)	55 hours/year
Board Intensive work hours (meetings, preparation)	25 hours/year
Other Committee work	48 hours/year

Approximate hourly commitment: 11 hours per month

*Also Refer to: Stipend Policy
Financial Reimbursement Policy*

This policy replaces: AOM Policy – Board Descriptions – General