

Position Description – Directors of the ICMCI Board

CMC - GLOBAL

Date: 20.09.2016

Authority

Approved by the ICMCI Board.

Accountability

The Board of Directors is collectively accountable to the Delegates of ICMCI. Their duties as a collective are described in the ICMCI Terms of Reference of the ICMCI Board. Following are the accountabilities of each Director of the Board, individually, and irrespective of office held. Office bearers have additional accountabilities defined by the Bylaws of ICMCI.

Authority

Individual board members have no authority to approve actions by ICMCI, to direct staff, or to speak on behalf of ICMCI unless given such authority by the board.

Time Commitment

Two days a month (board meetings, preparing for board meetings, participating in committees, attending events, liaising with assigned Member IMCs, and carrying out other duties as assigned.)

Term of Office

Three-year term, renewable once

Accountabilities

Board members are responsible for acting in the best long-term interests of ICMCI and will bring to the task of informed decision-making a broad knowledge and an inclusive perspective.

Every member of the Board of Directors, including the Board's officers, is expected to do the following:

- Prepare for and participate in all board meetings
- Fully attend all Annual Meetings of Delegates and any Hub meetings in their area.
- Listen to others' views, advocate their own, identify common interests and alternatives, and be open to compromise
- Meet mutually agreed deadlines for committee or task force actions.
- Support governance decisions once made
- Participate in the review of ICMCI's mission and objectives and in the development of the strategic plan
- Help the board to monitor the performance of ICMCI in relation to its mission, vision, core values and reputation
- Act as a Liaison with assigned Member Institutes in keeping with the ToR of this role.
- Support member institutes at national level when applicable.
- Monitor and recommend relevant updates to member institutes.
- Support monitoring of good practice within ICMCI Member Institutes.
- Support the activities of the Executive Director when applicable.

- Abide by the by-laws, code of conduct, conflict of interest and other policies that apply to the Board.
- Participate in the approval the annual budget and monitor the financial performance of ICMCI in relation to it.
- Help establish, review and monitor operational policies.
- Participate in the hiring of, and if required, the releasing of, the Executive Director
- Participate in the evaluation of the Executive Director
- Identify prospective board members and possibly help recruit them
- Participate in the evaluation of the board itself (annual board self-evaluation)
- Contribute to the work of board as a member of at least one board committee
- Be an ambassador for ICMCI – ensure one’s involvement is known within their own network of friends and contacts.
- Keep informed about community issues relevant to the mission and objectives of ICMCI

Qualifications

The following are considered key job qualifications:

- Be a CMC in good standing with a good knowledge of the work and programs of the home IMC
- Extensive knowledge of the work of ICMCI
- Demonstrate a commitment to ICMCI’s mission, vision and strategic directions
- Make the required commitment of time
- Openness to learning

Evaluation

The performance of individual directors is evaluated annually in the context of the evaluation of the whole board and is based on the carrying out of duties and responsibilities as outlined above.

Removal of a Board Member

Board members who miss two consecutive Board meetings should consider whether it is in the best interest of CMC-Global to resign from the Board. The Chair will initiate removal from office of any Director who misses three consecutive Board meetings.

The Chair will initiate removal from office of any Director for trying to exercise authority where they have none or for not following the code of conduct or other policies that apply to the board, or for a breach of the Conflict of Interest policy.