

## **Job Description – Board of Directors Job Description**

### **Roles & Responsibilities of Burlington Economic Development & Tourism Board Members**

Board members provide independent and objective oversight to Burlington Economic Development & Tourism. As a member of an inter-dependent, multi-disciplinary team, board members are responsible for providing oversight in setting the goals, objectives, and strategic directions for Burlington Economic Development & Tourism within its mandate. Collectively, members of the Board oversee the direction and performance of organization and are accountable to City of Burlington Council.

#### **Key Duties:**

##### ***Strategic Leadership***

In conjunction with other Board Members:

- Oversee the development of the organization's strategic framework (vision, mission, objectives, strategies) ensuring that the financial and operational plans of the organization are guided by the strategic framework.
- Focus on strategic oversight and create a clear line between the duties associated with the Board and executive management in handling the operations of the organization.
- Prepare and attend all Board and Committee meetings in order to participate knowledgeably and meaningfully in all deliberations of the Board and at meetings with management staff, stakeholders and the public.
- Contribute to and make assessments of Burlington Economic Development & Tourism's performance through a probative and diligent assessment of prepared reports, analysis, options, and plans. Determine if further consultation is required.
- Make decisions based on an independent assessment that considers the protection of the public interest, sound business practices, and compliance with laws and regulations.
- Appropriately manage operational, reputation and financial risks.
- Ensure plans and initiatives strike the right balance between prudent use of organizational resources and the provision of quality services to the public.
- Assist with the planning and achievement of the financial goals of Burlington Economic Development & Tourism
- Keep abreast of trends in economic development & tourism and propose strategies to solve problems or seize opportunities.
- Participate positively in discussions and strive to reach decisions of the Board by constructive discussion and consensus.

As an individual Member of the Board:

- Act in keeping with a director's fiduciary duties of loyalty and duty of care to fulfill Burlington Economic Development & Tourism's mandate.
- Act with integrity and honesty in a non-partisan manner. Actions are guided by the best interests of organization and the public.
- Bring personal knowledge and experience in a positive manner to all discussions of the Board.
- Work constructively with other Board members and build positive relationships with management and stakeholders.
- Uphold the Board of Directors Code of Conduct including maintaining confidentiality on sensitive business matters that may be brought before the Board.
- Proactively identify and manage potential conflicts of interest with the Board and Executive Director to ensure a separation between the organization's business interests and individual business interests.
- Participate in committees.
- Act as a business ambassador for Burlington by:
  - Proactively networking in the business community to raise awareness of the support available from Burlington Economic Development & Tourism and connect the Burlington Economic Development & Tourism team to business stakeholders
  - Support the Burlington Economic Development & Tourism team in attracting investment to Burlington through existing business networks and forming a part of the Burlington pitch team
- Understand the difference between governance and day-to-day management, and function effectively in the governance role.
- Have sufficient time and energy to devote to fulfill the individual Director's duties and responsibilities.

### ***Burlington Economic Development & Tourism Governance***

In conjunction with other Board Members:

- Oversee the preparation of, and reviews and approves, all reports and planning documents.
- Make decisions that are consistent with the mandate.
- Direct policy development and ensure that, the organization uses public funds with integrity and honesty, and in its and the public's interest.
- Ensure that performance measures and targets for organization are established and monitored, and that they are both realistic and challenging.

- When necessary, direct corrective action be taken by management, arrange for audits as needed, and cooperate with any periodic reviews directed by City Council.
- Participate in the annual review of the Executive Director.
- As an individual Member of the Board:
  - Stay informed of issues relevant to Burlington Economic Development & Tourism and its stakeholders.
  - Act with integrity and honesty. Actions are guided by the strategic direction of the City of Burlington and the best interests of Burlington Economic Development & Tourism and the public.
  - Comply with the conflict of interest rules outlined in organization's Conflict of Interest policy.
  - Disclose to the Chair any possible instances where the duties, role or interests may be in conflict with personal interests, and refrains from discussion and decision-making in such cases.
  - Be accountable for and supports decisions that are made by the Board as a whole.

## Qualifications

- Knowledge of Burlington Economic Development & Tourism and the associated stakeholder community.
- Clear understanding of the separate roles of Board Governance and Executive Director management.
- Experience in stewardship of resources belonging to others.
- Strategic leadership skills to influence direction and oversee the implementation of objectives that support an overall vision for Burlington Economic Development & Tourism.
- Ability to communicate with clarity, confidence and sound judgment.
- Commitment to building successful relationships with individuals, teams, stakeholders, and partners.
- Track record of growing community credibility through leadership.
- Ability to solve problems through seeking out the opinions, ideas and input of others.
- Understanding of the requirements and challenges involved in turning strategies into actions leading to the development of sound business opportunities.
- Experience with analyzing and monitoring financial and operational plans as well as adjusting performance to meet desired results.
- Experience and ability to objectively balance competing interests and information and collaborate with others to reach decisions.
- Knowledge of and commitment to sound governance practices.
- Commitment to the protection of the public interest within the mandate of Burlington Economic Development & Tourism
- Knowledge of and commitment to a director's fiduciary responsibilities and standards of care, due diligence and loyalty.

- Strong business networks and connections which can be leveraged to bring the voice of business to the Burlington Economic Development Board of Directors
- Is a Burlington resident and/or an active member of Burlington's business community and business support organizations.
- ICD Designation or an interest in becoming an accredited director