

Magistrate (Board Member) Job Description (2 positions)

Position: Magistrate

Time Commitment: 10 hours a month (board meetings, preparing for board meetings, participating in committees, and attending special events)

Term: One year

Accountability

The Magistrate serves and is accountable to the membership, represented by the board of directors, for his/her performance. A Magistrate shall also undertake the role of Operations Manager/Fundraising Director serving on the Executive (Operations) Committee to oversee efforts to deliver core services and to generate operating revenue for the organization.

Responsibilities

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

Primary Duties:

Every member of the board of directors, including the board's officers, is expected to do the following:

- Prepare for and participate in board meetings
- Listen to others' views, advocate their own, identify common interests and alternatives, and be open to compromise
- Support governance decisions once made
- Participate in the review of the mission and objectives and the development of a strategic plan
- Help the board to monitor the performance of the organization concerning its mission, objectives, core values, and reputation
- Abide by the by-laws, code of conduct, conflict of interest, and other policies that apply to the board
- Participate in the approval of the annual budget and monitor the financial performance of the Association
- Help establish, review and monitor operational policies
- Participate in the hiring of, and if required, the releasing of, Ops Team Leads (Knights of the Realm)
- 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 the board as a member of a board committee
- Attend and participate in the Annual General Meeting
- Be an ambassador for ThunderCon – ensure one's involvement is known within their network of friends and contacts
- Keep informed about community

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

A director may be removed from the board, by majority vote, 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. Being absent from three consecutive board meetings without notice and reasonable cause will result in automatic removal.