

JOB TITLE: Board of Directors Member

Job Category: Board of Directors

Position Level: Elected by Full Members

Position Term: Up to 3 Years or until Successor is appointed

JOB DESCRIPTION

This position is elected by Full Members of MFOA through a nomination process. The Board of Director role requires leadership skills and is a finance professional accomplished in municipal business acumen. Travel will be required as necessary.

Role and Responsibilities

- Regular attendance at Board meetings and arrives prepared to deal with agenda
- Actively participates in meetings and activities
- Builds a collegial working relationship with other Board Members that contributes towards gaining consensus
- Participates in the Associations Strategic Planning Process and strives to advance progress on Strategic Planning initiatives
- Assist in developing and maintaining positive relations amongst Board of Director Members and MFOA staff to enhance the Associations mission.
- Effective participation in the Board's decision-making process that includes, but is not limited to:
 - establishing the duties of Board Members,
 - establishing procedures governing elections to office,
 - prescribing fees payable to Association
 - establishing the annual operating budget including the establishment and use of reserves as deemed prudent
 - providing for the custody and use of the Seal of the Association
 - providing for the manner in which records and reports are maintained and kept for and by the Association
- Supports other Board members with respect to organizational priorities and governance concerns
- Recognizes other Board Members' and MFOA staff contributions to the Board's work
- Participate on Board Committees such as Governance, Cyber Risk and/or Audit
- Ensures compliance with MFOA General Operating By-law 01 24

- Performs other responsibilities assigned through consensus by the Board of Directors as a whole
- Acts as an ambassador and representative of the MFOA Board and Association

Qualifications

A Board of Director Member must meet the following criteria:

- Be at least eighteen (18) or more years in age
- Be a person who has not been found under the *Substitute Decisions Act, 1992* or under the *Mental Health Act* to be incapable of managing property
- Be a person who has not been found to be incapable by any court in Canada or elsewhere
- not have the status of a bankrupt
- A Full Member who is employed by a Municipality, which has paid the requisite annual membership fee in accordance with section 3.05 of MFOA’s General Operating By-law, 01 24, or as amended

Remuneration

This is a volunteer position with no remuneration provided.

Eligible expenses incurred by a Board of Director Member while conducting business activities on behalf of MFOA, are entitled for repayment in accordance with the *“Expense Reimbursements for Employees and Board of Directors Members Policy.”*

Time Commitment

The Board of Directors have four (4) quarterly meetings which utilizes most of a regular work day. Other alternate scheduled meetings may include a time commitment of one (1) hour occurring on an as needed basis.

An additional investment of time will be required if a member is participating on Committees and/or planning and strategic sessions established by the Board of Directors.

Board of Directors Members are required to attend the Annual MFOA Conference and participate by taking on various roles (i.e. facilitator, liaison to other associations, promote MFOA benefits) to support the Association in delivering its conference program.

Revision History

Reference	Description
October 29, 2025	Approved by Board of Directors