

Subject: **POSITION SPECIFICATION: COMMITTEE OF MANAGEMENT MEMBER**

Section: **ORGANIZATION**

Approved By: **Committee of Management**

Date Approved: **Oct 22 1991**

Date Reviewed: **Mar 13 2013**

Policy Number: **ADM-ORG-170**

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## **POSITION SUMMARY**

Appointed by the City of Peterborough, County of Peterborough or Fairhaven Committee of Management and operating under the terms of the City-County Agreement, Committee of Management members are legally responsible for all activities of Fairhaven. Committee members are solely responsible for determining Home policies, approving the annual budget, and determining goals and strategic direction.

## **RESPONSIBILITIES**

1. Policy Administration
  - a) Ensures that the Home meets legal requirements for the conduct of the Home's business and affairs.
  - b) Adopts policies which determine the purposes, governing principles, functions, and activities within the Home.
  - c) Assumes ultimate responsibility for internal policies which govern the Home.
2. Evaluation
  - a) Regularly evaluates and reviews the Home's operations and maintains standards of performance.
  - b) Monitors the activities of the Home.
3. Public and Community Relations
  - a) Understands and interprets the work of the Home to the community.
  - b) Gives sponsorship and prestige to the Home and inspires confidence in its services.
4. Personnel
  - a) Selects, employs and evaluates the Executive Director.
  - b) Approves policies which govern the administration of personnel matters.

- c) Participates in recruitment and selection of community representatives for the Committee of Management.
5. Finance
- a) Approves the annual budget.
  - b) Maintains a working knowledge and understanding of service activity, revenue, expenses, budget, budget process, and funding mechanisms.
  - c) Authorizes and approves the annual audit.
  - d) Ensures that there are sufficient funds available to the Home to meet its objectives.
6. Attends all Committee of Management meetings.
7. Ensures that information shared about Fairhaven at Committee of Management meetings is kept confidential according to the Home's confidentiality policy.
8. Serves on sub committees or task forces as needed from time to time.
9. Supports the fundraising activities of Fairhaven Foundation and serves as a Foundation board member as requested.
10. Accepts and respects the decisions made by a majority vote of the Committee of Management or committee members.
11. Acts in an ethical manner at all times (conforms to professional standards of conduct).
12. Keeps informed of the general activities and operations of the Home.
13. Reads minutes and reports and is prepared to discuss and comment at Committee of Management meetings.
14. Declares any conflict of interest.
15. Attends Fairhaven Foundation Annual General Meetings and special events at the Home as available.

## **REVIEW AND EVALUATION**

The Committee of Management completes an annually evaluation of their role and responsibilities as committee members.

## **QUALIFICATIONS**

- Completes the screening and orientation process successfully
- Supports the goals, values, and objectives of the Home
- Demonstrates interest in issues pertaining to residents or potential residents of the Home
- Has expertise and/or knowledge in at least one of the following: administration, finance, human resources, program development, evaluation, public relations, fund raising, and advocacy
- Willingness to commit time and effort to the Committee activities