



# Canadian Institute for Procurement and Materiel Management Institut canadien d'approvisionnement et de gestion du matériel

## **Position Description Director of the Board**

The Board of Directors is a team of people elected by the Corporation's shareholders to represent the shareholders' interests and ensure that the Corporation's management acts on their behalf.

A Director is elected for a three-year term and is fully committed to the full term in accordance with the Corporation's by-laws.

### Responsibilities:

- Understands and demonstrates a commitment to the Corporation's mission, vision and programs.
- Ensures the Corporation is complying with all financial, legal and regulatory requirements.
- Attends Board meetings regularly.
- Prepares for meetings by reading agendas, minutes, reports and other documentation required to actively participate in them.
- Contributes skills and knowledge by participating actively in meetings and Committee work.
- Volunteers to take on role as a Committee Chair for one of the committees or projects, and actively participates in its work.
- Makes inquiries when clarification or more information is needed.
- Avoids any potential conflicts of interest.
- Understands and maintains confidentiality.
- Keeps up to date with issues and trends that affect the Corporation.