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# Yamaska Literacy Council

Conseil de l'alphabétisation de Yamaska

## JOB DESCRIPTION

### Director

#### Role

- A director is, together with the other directors who make up the Board, legally responsible for ensuring that the Yamaska Literacy Council fulfills its mission. (*For specific duties and responsibilities of positions on the Board, see YLC By-Laws.*)

#### Training

- Directors must take the 12-hour Yamaska Literacy Council Basic Literacy Tutor Workshop in addition to a Board orientation session.

#### Commitment

- A commitment of two years is requested.

#### Hours

- Directors are expected to attend 5-6 Board meetings per year, and to serve on one committee.

#### Place of Work

- The YLC Literacy Centre.

#### Duties

Directors work together and do not have individual authority. A Director must:

- Know the Board's legal obligations and ensure they are followed;
- Know and understand the financial statements, and ensure that funds are properly managed;
- Understand YLC's mission and mandate, and be familiar with YLC's by-laws, policies, and strategic plan;
- Prepare for Board meetings by reading background material;
- Attend and participate in Board meetings as outlined in the by-laws, upholding the confidentiality of Board discussions;
- Set policy for YLC;
- Ensure the continuance of the Board through the nomination process;
- Participate in committee work;
- Examine and review recommendations as proposed by committees;
- Provide leadership, ensuring that effective organizational planning takes place;
- Represent the YLC membership;
- May participate as a Peer Mentor;
- Approve the hiring and releasing of staff;
- Publicize council activities.

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