



## Hijabi Ballers Board of Directors Position Descriptions

### **1) Chair (2-year term, non-re-electable):**

*Time commitment: 10-15 hours quarterly*

#### **Primary responsibilities:**

- Chair the quarterly Hijabi Ballers Board meetings: ensure the meetings stay on track and are completed with reasonable efficiency and decorum, assign meeting follow up and action items.
- Work with the Executive Director to prepare the agenda for Board meetings and circulate to the Board ahead of the meeting date
- Read and review meeting materials and communicate any concerns or questions to committees ahead of Board Meetings
- Work with the Board to vet and approve the Hijabi Ballers strategic plan, by-laws and other policies
- Take on leadership roles by way of committees and working groups. The Chair of the Board is a designated Chair or member of the Governance and Finance Committees.
- Prepare an annual 'Report from the Chair' and present at the Hijabi Ballers Annual General Meeting (AGM)
- Represent and promote Hijabi Ballers at community events
- Act as a central resource of information, promote communication and coordinate Board activities
- Uphold the mission of Hijabi Ballers through Board work and hold Executive Director and staff accountable
- Participate in the recruitment process for new Board members and staff

### **2) Vice-Chair (2-year term, can be re-elected once)**

*Time commitment: 10-15 hours quarterly*

#### **Primary responsibilities:**

- Attend the quarterly Board meetings and participate in the decision-making processes
- Support the Chair in steering the Board, participate in preparing meeting agendas as needed and act on the Chair's behalf in their absence
- Read and review meeting materials and communicate any concerns or questions to committees ahead of Board Meetings

- Work with the Board to vet and approve the Hijabi Ballers strategic plan, by-laws and other policies
- Take on leadership or participatory roles by way of committees and working groups. The Vice Chair is a designated member of the Governance Committee.
- Represent and promote Hijabi Ballers at community events
- Uphold the mission of Hijabi Ballers through Board work and hold Executive Director and staff accountable
- Participate in the recruitment process for new Board members and staff

### **3) Secretary (2-year term, can be re-elected up to five consecutive terms)**

*Time commitment: 5-10 hours quarterly*

#### **Primary responsibilities:**

- Attend the quarterly Board meetings and participate in the decision-making processes
- Take meeting minutes of Board meetings and at the AGM and maintain hard/soft copy of all minutes
- Circulate the draft minutes to the Board members for any requested changes prior to distribution
- Coordinate meeting logistics for virtual and in-person meetings
- Set schedule for quarterly meetings at the start of each programmatic year
- Read and review meeting materials and communicate any concerns or questions to committees ahead of Board Meetings
- Work with the Board to vet and approve the Hijabi Ballers strategic plan, by-laws and other policies
- Take on leadership or participatory roles by way of committees and working groups
- Represent and promote Hijabi Ballers at community events
- Uphold the mission of Hijabi Ballers through Board work and hold Executive Director and staff accountable

### **4) Treasurer (3-year term, can be re-elected up to five consecutive terms)**

*Time commitment: 10-15 hours quarterly*

#### **Primary responsibilities:**

- Attend the quarterly Board meetings and participate in the decision-making processes
- Provide financial oversight for the organization (reviewing annual financial statements, approving high level financial policies, annual budgets and fundraising plans)
- Work with the Chair, Executive Director, and Finance team to support in any financial matters
- Ensure that the quarterly or annual financial statements are reviewed by the Board
- Take on leadership or participatory roles in committees work or working groups. The Treasurer is the designated Chair of the Finance Committee.
- Represent and promote Hijabi Ballers at community events
- Uphold the mission of Hijabi Ballers through Board work and hold Executive Director and staff accountable

- *Required competency.* The Treasurer must have experience with and a solid understanding of good financial management and reporting practices.

**5) Director-at-Large (2 positions of 2-year terms, 1 position of a 1-year term);  
(Directors may be re-elected for up to five terms)**

*Time commitment: 5-10 hours quarterly*

**Primary responsibilities:**

- Attend the quarterly Board meetings and participate in the decision-making processes
- Take on leadership or participatory roles in committees work or working groups.
- Represent and promote Hijabi Ballers at community events
- Uphold the mission of Hijabi Ballers through Board work and hold Executive Director and staff accountable
- Assist with note taking for meeting minutes if the Board Secretary is absent
- Provide expert advice and consultations to the Board based on specified skillset (eg. Law, governance, business etc)