

RDDC Position Profile – Volunteer Board Member

The governance of the Red Deer Dream Centre (RDDC) is entrusted to a policy-oriented Board of Directors, which operates in accordance with the By-Laws of the Red Deer Dream Centre Society.

Serving as a volunteer, each Board Member oversees the strategic direction, financial stability, and overall operations of the Red Deer Dream Centre, a non-profit organization. This role involves active participation in decision-making processes, fundraising initiatives, and offering guidance to the management team, all while ensuring that the organization remains aligned with its mission and complies with legal requirements.

KEY RESPONSIBILITIES:

- **Strategic Planning:** Participating in the development and implementation of the organization's long-term strategic plan, including setting goals and objectives aligned with the mission of RDDC.
- **Management Oversight:** Selecting, evaluating, and providing guidance to the Directors in management positions. Ensuring regular reporting is provided by the management team to monitor results and resources.
- **Financial Management:** Reviewing financial statements, ensuring sound fiscal practices, and approving major expenditures and annual budget.
- **Fundraising:** Actively participating in fundraising activities, including identifying potential donors and soliciting donations.
- **Committee Work:** Serving on committees focused on specific areas, like fundraising.
- **Compliance:** Ensuring the organization operates within legal and ethical guidelines.
- **Public Representation:** Acting as an ambassador for the organization by engaging with stakeholders and promoting its mission.
- **Board Governance:** Participating in board meetings, engaging in discussions, and casting votes on significant decisions. Adherence to all legal and regulatory obligations, that includes an awareness of potential conflict of interest situations.

QUALIFICATIONS:

- Passion for addiction recovery
- Strong leadership and decision-making skills
- Financial acumen and understanding of non-profit budgeting
- Excellent communication and interpersonal skills
- Proven ability to build relationships and network with potential donors and stakeholders

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- Non-profit experience an asset, but not necessary
- Human Services experience may be a benefit, but not required

IMPORTANT CONSIDERATIONS:

- **Time Commitment:** Board membership typically requires regular meeting attendance and dedicated time for committee work. One term on the board consists of a 2-year time period to serve.
- **Fiduciary Responsibility:** Board members have a legal responsibility to act in the best interests of the organization.
- **Confidentiality:** Board members must maintain confidentiality regarding sensitive organizational and personal client information.