



OVA Director Job Description

Title:	OVA Director
Term:	Two years
Responsible to:	Responsible to entire Board, reports to President

General Responsibilities:

1. Provides leadership which is consistent with the strategic direction of the OVA.
2. Overall governance of OVA by establishing and monitoring policies and programs and supporting development and effectiveness of Board of Directors.
3. Establish strategic purpose and direction for OVA by participating in regular strategic planning and monitoring performance toward plan's results.
4. Supervision of Executive Director by hiring Executive Director and monitoring performance toward Executive Director's general responsibilities and yearly objectives.
5. Fundraising/revenue generating by planning and participation to secure necessary resources to support operations, programs and services.
6. Represent OVA and its programs and services to stakeholders, including community, funders and clients.
7. Ensure financial health of OVA through conformance to up-to-date fiscal policies and procedures and through ongoing analysis of financial reports.
8. Ensure effective performance of OVA's programs through ongoing program planning and evaluation.
9. Ensure conformance to national, provincial, local and OVA policies and procedures.

Specific Duties:

In addition to the "General Responsibilities" as outlined in the Board of Director Handbook:

1. Is a member of the Board.
2. Builds collegial working relationship that contributes to consensus.
3. Regularly attends Board meetings and important related meetings.
4. Makes serious commitment to participate actively in Board and committee work.
5. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.

6. Stays informed about Board policies and committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.