

## **BOARD OF DIRECTORS – YOUTH INTERN POSITION DESCRIPTION**

To broaden and reflect the community perspectives and composition of its Board of Directors, Hospice Peterborough is creating a non-voting position of "Intern Director". Open to application from post secondary students, the Youth Intern Director will have the opportunity to participate as a working member of the Board of Directors, to learn and be mentored in governance principles and practices of a successful and highly regarded not-for-profit/charitable organization.

### **1. Background**

The Board of Directors is the legal governing authority of Hospice Peterborough. As a member of the Board, a Director acts in a position of trust for the community. Directors are collectively responsible for the governance, strategic direction, financial sustainability and fiduciary stewardship of Hospice Peterborough. Directors bring broad knowledge, skills and community perspective to ensure informed decision-making.

### **2. Expectations and Responsibilities of the Intern Director**

- Participate in governing Hospice Peterborough in accordance with Board policies and principles of good governance.
- Declare conflicts of interest and refrain from discussion on matters giving rise to the conflict.
- Respect and maintain confidentiality by signing a Confidentiality and Ethics Agreement.
- Participate as a member of one of the standing committees of Hospice Peterborough.
- Review monthly reports, meeting agendas and Directors' materials in preparation for attendance at monthly meetings.
- Be a passionate supporter and advocate for Hospice Peterborough and palliative care in our community.
- Participate in fundraising in a way that is meaningful to you.
- Attend and actively participate in Board meetings.

### **3. Board Composition**

The Board consists of a minimum of 12 and a maximum of 14 Directors, the specific number determined each year by the members at the annual general meeting of Hospice Peterborough. This position will be an additional non-voting member of the Board.

### **4. Terms of Office**

Directors are elected to the Board for a term of three years, renewable once to a maximum of six years. The Youth Intern Director will serve a term of one year, terminable or renewable at the pleasure of the Board.

## **5. Board Meetings**

The Board holds regular monthly meetings, generally at the Hospice facility. No meetings are held in July and August unless specifically required.

The Board reserves the right to meet "in camera" (in private) on occasion. The Student Intern Director will be permitted to participate in any in camera meeting at the discretion of the Board Chair. Information and reports pertaining to Board agenda items are available to Directors in advance of Board or Committee meetings, except in cases of particular confidentiality or urgency. Directors are expected to familiarize themselves with such material in advance of the meeting.

## **6. The Opportunity**

This position will appeal to students who have an interest in palliative care and Hospice services. As the Intern Director, applicants will experience participation and learn how a mature and community based not-for-profit organization is operated and governed. Being mentored by current Board members will be an educational asset. An orientation process, including a review of the Board of Directors Manual and policies will be provided to the Youth Intern prior to commencement of the term. Applicants will agree to abide by all policies and requirements of Hospice Peterborough relating to volunteers and volunteer participation.