



**Brunswick Street  
Mission**

## **VOLUNTEER BOARD MEMBER VOLUNTEER JOB DESCRIPTION**

The Brunswick Street Mission is a registered, not-for-profit organization that exists to inspire a better quality of life through a ministry of care that addresses physical, emotional, practical and spiritual needs for those experiencing poverty. Located on Brunswick Street in downtown Halifax NS, the Mission is managed by an Executive Director supported by staff and volunteers.

The Executive Director reports to a Board of Directors comprised of representatives from various United Church congregations situated in HRM, plus other, at-large community members.

The Board member's main duties are to:

- Attend monthly Board meetings held on the second Monday of the month from September through June (normally in person but also can be via Zoom);
- Participate in one or more of the Board subcommittees (if possible), either as a working member or as committee chair;
- Attend at least seventy percent of the monthly meetings per year;
- Be prepared for, and actively participate in meetings;
- Speak positively of the Mission to the public;
- Maintain confidentiality of Board business;
- Be loyal to the organization and its membership;
- Foster friendly, positive working relationships;
- Avoid conflict of interest;
- Do not attempt to exercise individual authority over staff of the Mission; and to
- Deal with the public, clients, staff, and each other in accordance with the Mission's ideals and values.

Typically, a new Board member starts their term coincident with the Mission's AGM in April. New members receive an orientation that positions them to help oversee the Mission's strategic priorities as it seeks new and innovative ways to serve and support persons experiencing poverty.

The time commitment is approximately 4 – 10 hours per month, inclusive of Board meetings. Board terms are for three years with a maximum of 2 terms.

To learn more about our organization please go to <https://www.brunswickstreetmission.org> .



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Please submit your covering letter and resumé by e-mail to: Norm Andrews, BSM Board Member & Chair Investment Sub Committee at: [nwandrews@bellaliant.net](mailto:nwandrews@bellaliant.net)