

# **Skills Sought for the 2021 PACA Board of Directors**

## **Collective PACA Board of Directors Skills Required:**

Approachable, detail oriented, solution focused, problem solver, effective communicator, organized, strategic thinker, relationship builder, self-motivated, creator of FUN, ability to meet deadlines, loves cycling.

## **Priority Skills/Experience needed for PACA's Board of Directors:**

Marketing and social media strategy, content creation, graphic design, sponsor and community engagement, non-profit fundraising, project & event management, effective communication skills, grant writing, financial management, trail management.

## **Conditions:**

- Directors should live in the South Okanagan area
- Directors typically spend approximately 5-20 hours each month on PACA-related duties

## **Board Director Duties and Responsibilities:**

Each member of the Board will strive to:

- Understand and demonstrate a commitment to PACA's Mission, Vision, and strategic priorities of PACA;
- Undertake the planning of activities in a manner which ensures the priorities and objectives of the club are fulfilled;
- Ensure that organizational memory (information, knowledge and data) is shared with all Board and Committee members, and is considered in decision-making;
- Ensure and participate in the financial health of PACA by prudent fiscal management and the setting of necessary financial policies and standards;
- Publicly support and champion all decisions made by PACA;
- Prepare for and participate in all Board, Committee, and PACA-related meetings;
- Contribute actively to the development and review of governance policies;
- Promote and support fundraising initiatives, including facilitation of new funding opportunities and attendance at fundraising / donor appreciation events;
- Participate in the recruitment and orientation of new members;
- Ensure PACA's sustainable future through adopting a risk management approach and taking an active role in the Board evaluation ongoing performance review process; and
- Understand and act within the legal limitations of the organization.