

**Fort Sackville Foundation**  
**Director—Volunteer Job Description**

A Director of the Fort Sackville Foundation shall:

- be a member of the FSF.
- be responsible for the management of Scott Manor House.
- be responsible for the oversight of the Fort Sackville Foundation.
- be responsible for the FSF mandate, vision and collection.
- develop policy to support the work of the FSF.
- as part of the Board of Directors, provide advice and direction to the President of the Fort Sackville Foundation.
- adhere to the By Laws, policies and procedures of the FSF.
- monitor and review the budget.
- approve the proposed annual budget for presentation at the AGM.
- annually establish a Nominating Committee, including assigning a Director to chair this Committee.
- assist the Nominating Committee in finding members to fill the roles of Directors and Committee Coordinators.
- select the Executive Committee (President, Vice-President, Corporate Secretary and Treasurer) from within the elected directors.
- participate in all meetings of the Board of Directors and the Annual General Meeting of the FSF.
- in collaboration with the Executive Committee, when appropriate, select/approve the volunteer to be nominated for available awards i.e. the Bedford Volunteer of the Year award, ANSM Awards, and CNSA awards, etc.
- assists with special events, as required.
- participate in the development of a strategic plan and monitor its implementation on behalf of the FSF.