

STUDENT ENERGY BOARD OF DIRECTORS

DIRECTOR POSITION DESCRIPTION

Student Energy is a global not-for-profit building the next generation of energy leaders. We are a hard-working, fast-paced team devoted to youth empowerment in the world of energy. Our team punches above its weight to develop innovative programs, meaningful international partnerships, and serve our community of young energy changemakers. Check out our [theory of change](#) to see what we do and why.

ABOUT STUDENT ENERGY'S BOARD OF DIRECTORS

The Board of Directors serves as Student Energy's legal governance body and is responsible for the adoption of bylaws and policies, the establishment of any special committees, the stewardship of long-term financial health, and the fulfillment of the organization's mission.

The Board meets on a quarterly basis by video conference. The approximate time commitment is 5-7 hours/month. Terms of appointed Directors are two (2) years in length, with the possibility of extension depending on the needs of the Board.

ROLE OF STUDENT ENERGY DIRECTORS

- Governance
 - Ensure compliance to all legal requirements for the organization as a not-for-profit and a registered charity.
 - Oversee the achievement of the Organization's mission, vision, purpose, beliefs and approve all strategic plans, operational plans, and annual budgets.
 - Take responsibility for developing and maintaining policies.
 - Identify and manage risks to the organization.

- Financial Oversight
 - Oversee the management of the Organization's finances and long-term financial health.
 - Ensure that the stakeholders receive information about the Organization through annual and periodic reports on the activities and finances.

- Human Resources
 - Ensure the establishment of personnel policies to govern the management of staff and volunteer resources including setting KPIs, defining compensation, building processes for equitable hiring, and ensuring a safe, fair working environment.
 - Review and evaluate regularly the performance of the Directors, Officers and Executive Director
- Fund Development
 - Seek and secure sufficient resources for the Organization to finance its programs and operations adequately
 - Ensure prudent and proper management of the Organization's resources
- Performance Monitoring and Accountability
 - Ensure that adequate systems are in place for monitoring organizational performance and impact
 - Monitor the general performance of the organization against legislative and regulatory requirements and approved objectives of the organization
 - Oversee reporting to funders, the community, and other key stakeholders

SPECIFIC EXPERTISE BEING SOUGHT

- **Accounting and/or Audit** - the Board is seeking a Treasurer to oversee the Finance and Audit Committee, including working with Student Energy's staff to implement strong financial controls and processes, oversee the annual Audit, and monitor the financial situation of the organization. Experience in not-for-profit or charitable accounting in Canada is highly desired.
- **Communications and/or Public Relations** - the Board aims to create a new Marketing and Communications committee in 2021 and is seeking a new Director with experience in marketing, communications and public relations to act as the Chair of this committee. This Director will advise Student Energy's communications team on how to raise profile through digital and traditional media channels.

HOW TO APPLY



Complete this [application form](#) by **August 23, 2021** to apply. Interviews will be conducted on a rolling basis as applications are received.