



# Story Book Farm Primate Sanctuary

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[www.storybookmonkeys.org](http://www.storybookmonkeys.org)

## **Job Description: Director, Board of Directors**

*Voluntary position, no compensation provided  
1 year contract; January 2014-December 2014*

- Attend and participate in monthly teleconference meetings, quarterly in-person meetings onsite, and on Board of Directors subcommittees as required
- Read minutes and reports and be aware of organization activities
- Uphold the constitution, bylaws and procedural rules of the organization and appeal on a point of order when they consider these to be infringed
- Attend the debate of a motion before participating in a vote
- Conduct activities in accordance with the ethics of the organization
- Ensure that timelines are met, organization activities are planned and executed smoothly and managerial concerns are taken care of with due diligence
- Participate in hiring of both voluntary and paid staff positions within the sanctuary when the need arises
- Participate in strategic planning to review purposes, programs, priorities, funding needs, and targets of achievement
- Ensure financial responsibility by approving the annual budget and overseeing adherence to it, contracting for an independent audit, and controlling the investment policies and management capital and reserve funds
- Contribute to the long-term sustainability of Story Book Farm as a charitable non-profit organization
- Be an advocate for Story Book Farm in the community
- Ensure the board as a whole functions effectively to maintain appropriate governance

## **Qualifications**

- Working knowledge of Story Book Farm operations and/or willingness to learn
- Previous non-profit sector board of management experience is required
- Expertise in fundraising, management, volunteer recruitment, marketing, human resources and/or public outreach is a valuable asset
- Previous experience working with animal organizations is an asset
- Time management, organizational skills, public relations experience are essential

## **Application**

- Please send resume and cover letter to [sbfpsanctuary@gmail.com](mailto:sbfpsanctuary@gmail.com), along with 2 professional and 1 character references
- Selected candidates will be asked to participate in an interview