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## **CSCB Director Job Description**

*A director is accountable to all corporate members. Directors are responsible for:*

*Exercising visionary leadership*

*Establishing values and goals*

*Setting policies and procedures*

*Creating value in member programs and services*

*Supporting the employees and volunteers of the Society and respecting them as partners in advancing the Society's mission.*

### **Competencies/Qualifications/Personal Attributes - A director must:**

- Be a critical thinker with an understanding of and commitment to the Board's strategic and governing role.
- Understand the CSCB and the customs brokerage community and be interested in furthering its collective interest.
- Have the ability to analyze and communicate complex issues in a collaborative manner.
- Have foresight, leadership abilities and high ethical standards.
- Have a professional reputation and be respected by peers, government officials and the representatives of other associations.
- Be able to commit to a two-year term.

### **Tasks - A director must**

- Positively contribute to the formulation of strategic plans, goals and the annual budget.
- Identify and understand emerging issues and opportunities for the customs brokerage community which are compatible with the Society's goals.
- Help to identify members' priority needs and the resources required to achieve them.
- Participate meaningfully in Board discussions having reviewed and understood board materials including background documents, minutes, bylaws, regulations and policies and attend meetings of the Board in their entirety.
- Keep an open mind and listen to all sides before making a decision.
- Be positive in communicating board decisions and supportive of the Society's programs
- Assume responsibility for assignments and carry them out competently.
- Evaluate and follow up on the actions approved by the board.
- Represent the CSCB as requested.
- Respect the roles of Board and staff and work within those parameters.