

201 RESPONSIBILITIES OF BOARD OF DIRECTORS

Purpose:

Directors are responsible to ensure the Community Care of West Niagara's Board works effectively for the overall benefit of its clients. This work is done in compliance with its Articles, and Bylaws in alignment with the organization's Vision, Mission, Values, and Guiding Principles.

- As the employer, the Board of Directors establish and implement, with the assistance of the Executive Director, Community Care of West Niagara's Policies and Procedures, oversee organizational structure, culture and staffing. Directors approve the strategic plan, annual budget and evaluate its performance based on these plans.
- Directors have a role in monitoring and responding to the changing needs of our community. Directors are important to CCWN's marketing and public relations strategies, ensuring the Corporation is known to our stakeholders, and is seen as an organization that effectively uses community resources and support to achieve positive results.
- Directors are responsible for ensuring there are adequate financial resources to cover the work and obligations of Community Care of West Niagara. This includes developing and approving an annual budget, understanding and monitoring finances, ensuring appropriate financial safeguard policies are established and followed, and that accurate financial records are being kept and audited.
- Directors routinely assess the effectiveness of CCWN's programs and services, ensure they are in compliance with current legislation, and plan for future sustainability.
- Directors ensure agency integrity by meeting regularly, keeping minutes, overseeing operations and providing assurance to our community that Board oversight guarantees resources donated are maximized to the benefit of the clients served.

Approved at CCWN's Board of Directors Meeting	January 20, 2021

201A BOARD MEMBER POSITION DESCRIPTION

Position: Board Member/Director (Volunteer)

Time commitment: Five - ten hours per month (meetings, preparation, consultation)

Committee work will impact the hours depending on projects

Term: Three years, appointed or elected annually at the Annual General Meeting

Membership

Members of the Board of Directors of Community Care of West Niagara also constitute (a portion of) the voting membership of the organization. They are elected to their positions for a 3-year term which must be renewed annually and may serve up to 2 consecutive 3-year terms for a maximum of 6 years of service.

Accountability

The Board of Directors is collectively accountable to its Membership, community, funders and other stakeholders. The Board is accountable for the organization's performance in relation to its mission and strategic objectives, and for the effective stewardship of financial and human resources.

Authority

Individual Board members have no authority to approve actions by the organization, to direct staff, or to speak on behalf of the organization unless given such authority by the Board.

Responsibility

Board members are responsible for acting in the best long-term interests of the organization and the community and will bring to the task of informed decision-making a broad knowledge and an inclusive perspective.¹

Principal Duties

Every Board Member, including the Board's Officers, is expected to:²

- Prepare for and participate in board meetings
- Listen to others' views, advocate their own, identify common interests and alternatives, and be open to compromise
- Support governance decisions once made
- Participate in the review of the organization's mission and in the development of a strategic plan
- Help the Board to monitor the performance of the organization in relation to its mission, core values and reputation
- Abide by the Bylaws, Code of Conduct and other policies that apply to the Board of Directors
- Participate in the approval the annual budget and monitor the financial performance of the organization in relation to it
- Help establish, review and monitor operational policies
- Participate in the hiring of, and if required, the releasing of, the Executive Director

¹ This job description may address the special responsibilities, if any, of board members who are elected or appointed to represent a particular organization or community.

² This list does not include fundraising responsibilities which, for many boards, is an important part of their work.

- Participate in the evaluation of the Executive Director
- Identify prospective Board members and make referrals to the Nominating Committee Chair
- Participate in the evaluation of the Board itself (annual Board self-evaluation)
- Contribute to the work of the Board as a member of Board Committee(s)
- Attend and participate in the Annual General Meeting
- Be an ambassador for the organization – ensure one’s involvement is known within their own network of friends and contacts
- Keep informed about community issues relevant to the organization’s mission

Qualifications

The following are considered key Board member qualifications:

- Knowledge of the community
- Commitment to organization’s mission and strategic directions
- A commitment of time
- Openness to learning

Evaluation

The performance of individual Directors is evaluated annually in the context of the evaluation of the whole Board and is based on the carrying out of duties and responsibilities as outlined above.

Termination of a Board Member

A Director may be terminated from the Board as outlined in Section 8 of the most recent Bylaws for not performing their duties. Board member policies such as Code of Conduct, Attendance, Confidentiality and Conflict of Interest are also referred to when considering reasonable cause for termination.

Approved at CCWN’s Board of Directors Meeting	September 22, 2021