

Roles & Responsibilities of the Board

PURPOSE

This statement is intended to guide the Board in understanding and carrying out its fiduciary responsibilities.

RESPONSIBILITY

The Board is responsible for the overall governance of the affairs of the organization. Each director is responsible to act honestly, in good faith and in the best interests of the organization and, in so doing, to support the organization in fulfilling its mission and discharging its obligations.

Mission, Vision, Values and Strategic Planning

- the Board is responsible for formulation, adoption and review of the organization's mission, vision and values every five years as per Imagine Canada or more frequently if needed;
- the Board ensures that the organization develops and adopts a strategic plan that is consistent with its mission and values and which will enable the organization to realize its vision;
- the Board ensures that the organization is guided by its mission, vision, values, purpose and strategic plan;
- the Board conducts a review of the strategic plan as part of a regular annual planning cycle.

Legal Compliance

The board ensures that appropriate policies are in place to ensure compliance with legal requirements.

Financial Oversight

- the Board is responsible for ensuring availability of adequate financial resources and for their allocation through the budget;
- the Board approves policies for financial planning and approves the annual budget;
- the Board monitors financial performance against budget;
- the Board approves investment policies and monitors compliance;
- the Board ensures the accuracy of financial information through oversight of management, review of financial statements and approval of annual audited financial statements;
- the Board ensures management has put measures in place to ensure the integrity of internal controls.

Risk Identification and Oversight

- the Board is responsible to be knowledgeable about risks inherent in the organization's operations and ensures that appropriate risk analysis is performed as part of Board decision making;
- the Board ensures that appropriate programs and processes are in place to protect against risk.

Oversight of Management including Selection, Supervision and Succession Planning for the Executive Director

The Board recruits and supervises the Executive Director by

- developing and approving the Executive Director's job description;
- undertaking an Executive Director recruitment process and selecting the Executive Director;
- reviewing and approving the Executive Director's annual performance goals;
- reviewing the Executive Director's performance and determining the Executive Director's

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- compensation;
- ensuring succession planning is in place for the Executive Director and senior management.

Stakeholder Communication and Accountability

- the Board identifies the organization's stakeholders and understands the organization's accountability to those stakeholders;
- the Board ensures the organization appropriately communicates with stakeholders in a manner consistent with accountability to stakeholders;
- the Board contributes to the maintenance of strong stakeholder relationships;
- the Board performs advocacy on behalf of the organization with stakeholders, where required, in support of the mission, vision and values, and strategic directions of the organization.

Governance

- the Board is responsible for the quality of its own governance;
- the Board establishes governance structures to facilitate the performance of the Board's role and to enhance individual director performance;
- the Board is responsible for the recruitment of a skilled, experienced and qualified Board;
- the Board ensures ongoing Board training and education;
- the Board assesses and reviews its governance through periodic evaluation of the Board Structure. This includes Board recruitment processes, Board composition and size, number of committees and their Terms of Reference, processes for appointment of committee chairs, processes for appointment of Board officers and other governance processes and structures.

Quality and Performance Measurement and Monitoring

The Board is responsible for establishing a process and a schedule for monitoring and assessing performance in areas of Board responsibility including

- fulfillment of the strategic directions in a manner consistent with the mission, vision and values;
- oversight of Executive Director's performance;
- quality of operations and services;
- financial conditions;
- external relations;
- the Board's own effectiveness;
- ensuring that management has identified appropriate measures of performance for staff;
- monitoring organizational and Board performance against Board-approved performance standards and indicators;
- ensuring that management has plans in place to address variances from performance standards indicators, and the Board oversees implementation of remediation plans.

Amendment

This statement may be amended by the Alongside Hope Board.

Adoption Date: May 2011

Review Date: April 2022

Amendment Date: October 2022