



MEMBERS AT LARGE DIRECTORS (7)

(NEW OCTOBER 2014)

THE ROLE, DUTIES AND RESPONSIBILITIES :

The Board of Directors is the legal authority for the FHCA. As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the FHCA. Directors of not-for-profit organizations have various duties and responsibilities.

The most fundamental of these responsibilities is the duty of directors to act in the best interests of the organization they serve at all times, even at the expense of their own self-interest. This is known as a fiduciary duty.

The business and affairs of the FHCA is managed by the Board of Directors consisting of up to 11 members, including the Officers. The Directors for the ensuing year shall be chosen at the AGM in the same manner and style as the Officers of this organization and they shall serve for a term of one year (1) year.

SPECIFIC OBLIGATIONS AND RESPONSIBILITIES:

1. Trusteeship

The most important responsibility of the board is trusteeship. The Directors are responsible for the organization's programs, image and assets. They have a duty to manage the organization honestly, in good faith, and in the best interest of the organization while using the care and diligence of a reasonably prudent person.

2. Financial Management

The directors are responsible for spending money on programs that represent the organization's priorities... They are trustees responsible for funds which the organization raises, accepts and disperses. Simply put, the board member is obligated to exercise judgment that a reasonably prudent individual would exercise in regard to his or her own funds. Adequate financial controls which protect the assets and limit the liabilities (e.g., procedures for authorizing expenditures and borrowing, banking, budget controls, etc.) are required.

3. Program Planning Implementation and Evaluation

The directors must ensure that the board sets goals, defines obligations, and develops plans to reach these goals. The goals should reflect the needs of the organization and its community and be translated into the budget or utilization of resources at the disposal of the organization. Activities carried out on behalf of the organization should be consistent with its established goals.

4. Communication

No organization can exist with the board acting alone. Communication within the organization, both written and verbal, enables the membership to understand and support the board actions. However, it is a two-way street since the board must "keep in touch" with members, especially when establishing goals and planning programs.

Interaction with individuals and groups outside the organization's membership, including potential members, community leaders, other organizations, and various business and government bodies, is very important. The spirit of this interaction can be largely affected by the image projected.

The organization's image is developed through communicating the organization's actions, concerns and vision effectively, not just to the membership, but also to the community.

REQUIREMENTS AND QUALIFICATIONS :

1. Strong "commitment" to the purpose and work of the organization.
2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, administration, planning, and advocacy.
3. Willingness to serve on committees.
5. Attendance at meetings of assigned committees.
6. Attendance at Annual General Meeting
7. Support of special events.
8. Attendance at monthly Board meetings.
9. Current police check
10. Contribute 3-6 hours per month
11. Abide by the Code of Conduct.

CHECKLIST FOR DIRECTORS of EFFECTIVE BOARDS:

1. Be sure you are aware of your responsibilities before agreeing to sit on the board.
2. Be familiar with the organization by-laws and constitution.
3. Ensure that the by-laws of the organization, policies and procedures are up to date.
4. Ensure clear minutes are kept of all meetings.
5. Keep informed on all activities of the organization, its board and its committees.
6. Attend meetings regularly and exercise your right to express your viewpoint.
7. Resign from the board if you cannot do the job.
8. Speak up early if there is a potential conflict of interest.
9. Make sure that all volunteers are trained properly and there are clear job descriptions.
10. Ensure that there are correct procedures in place for disbursement or receipt of funds, and that insurance is acquired to cover risk.
11. Ensure that the organization's programs are regularly evaluated.

TRAINING AND SUPPORT PROVIDED:

- Training and orientation provided by past and present Directors and Officers.
- Reading materials: minutes, constitution, policies and procedures and financial reports.
- Assistance from the President and “experienced” Directors.

PERSONAL BENEFITS:

- Self satisfaction in contributing to the betterment of the community and the organization.
- Opportunities to attend workshops, meetings, courses, etc.
- Opportunities to work with individuals of diverse backgrounds
- Development of effective decision making skills
- Increased understanding of group dynamics and relationships
- An excellent way to meet people in the community.
- One free program per session (after completion of one session of volunteering).
- Pre-registration privileges.

FOR FURTHER INFORMATION:

Contact the Forest Heights Community Association 519-741-2621.

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Appendix 1. Board of Directors Code of Conduct

Board Members need to demonstrate ethical and professional conduct to maintain the confidence of the membership and the public. This commitment includes proper use of authority and appropriate actions in group and individual behavior when acting as Board Members.

1. Board Directors must be loyal to the interest of the membership over and above any:
 - Loyalty to advocacy or interest groups, and membership on other boards or staffs.
 - Personal interest of any Board Members acting as an individual consumer of this organization's services.
2. Board Directors are trustees of public confidence and securities. They must avoid any conflict of interest.
 - There must be no self dealing or any conduct of private business or personal services between any Board member and the FHCA. Exceptions can occur only when there is openness, competitive opportunity, and equal access to information.
 - Board Directors must not use their positions to obtain employment within the FHCA for themselves or their family members.
 - If a Board Director is considered for employment, he or she must temporarily withdraw from deliberation, voting and access to applicable FHCA information.
3. Board Directors must not exert any individual authority over the FHCA except as stated in the association's policies.
 - Individual Board Members do not have any authority to speak for the FHCA when they interact with staff, the public, the press and other entities unless granted this authority by the whole board.
4. Board Directors deal with outside entities or individuals, with clients and staff, and with each other using fair play, ethics and straightforward communication.

Appendix 2. Policies and Procedures Program Code of Conduct

1. The purpose of the Program Code of Conduct is to ensure positive behaviour of FHCA Board/representatives. Any behaviour or actions that obstruct or hinder the goals of the FHCA or the integrity of the FHCA and its programs will be considered unacceptable and prohibited.
2. Behaviour and activities that are unacceptable and prohibited, include, but are not limited to:
 - a) Creating a disturbance during any FHCA event
 - b) Using profanity or obscene language directed at/or disturbing others
 - c) Intimidating and threatening others
 - d) Disrupting any programs in session
 - e) Any actions or behavior deemed negative or disruptive by the FHCA, causing the outlined job or responsibilities of any person to be unsatisfactorily performed or completed