



## **What are the Responsibilities of the Board of Directors?**

- Operate at all times in the best interests of the organization
- Hire, evaluate and fire the Executive Director
- Assist in the leadership development of the Executive Director through trainings, coaching, and support
- Serve as a trusted advisor to the Executive Director
- Maintain active engagement with the board and the organization during and between board meetings
- Understand the community and the constituents the organization serves
- Participate in strategic planning and thinking including establishing and monitoring long-term organizational goals
- Ask difficult questions and participate in discussions
- Assist the board in recruiting a strong and diverse group of board members
- Develop the board and individual board members based on regular assessments
- Create and implement succession plans for organizational leadership
- Focus on the mission of the organization
- Act as a community ambassador for the organization
- Develop relationships with potential strategic partners
- Demonstrate accountability
- Build and maintain public trust by conducting all board matters with integrity, transparency, and credibility
- Review and evaluate organizational programs and monitor how effective they are
- Ensure organizational programs meet the changing needs of the community
- Act as a boundary spanner for the organization helping staff and board members understand and connect with diverse communities, sectors, organizations, etc.
- Provide fiscal leadership for the organization to ensure the organization has the resources to



effectively advance its mission

- Safeguard against mission drift
- Ensure that fiscal policies and procedures are in alignment with the strategic plan and the vision for the organization
- Provide for sound fiscal management of the organization including:
  - Establish and monitor the annual budget
  - Create and monitor policies regarding debt and loans
  - Establish and monitor investment policies
  - Review and approve and monitor contracts
  - Create and review organizational line of credit
  - Conduct and annual fiscal audit
- Support the organization financially by contributing and raising funds for the organization
- Help to identify potential funders and offer thanks to funders on behalf of the organization
- Oversee and ensure that any legal requirements are completed and met.
- Review organizational documents and keep them up to date with current practices, e.g.:
  - Personnel policies
  - By-laws
  - Job descriptions
  - Operational procedures
  - Conflict of interest
  - Confidentiality
  - Whistleblower