

# ARROWSMITH COMMUNITY JUSTICE SOCIETY

## Board of Directors



Adopted

14 Oct 2014

### **GUIDING PRINCIPLES:**

1. A Director may be defined as a person who is “elected or appointed by the members to manage and direct the affairs of the organization”. By accepting the position of a director, they assume responsibility for the administration of the organization, its assets, its liabilities, its contracts and its policies.

### **PRIMARY RESPONSIBILITIES:**

#### **1. Administration of the Society**

- a. Attends to legal requirements for conduction of society business
  - i. Maintains official record of minutes
  - ii. Maintains files for reports
- b. Defines the organization’s purpose to be congruent with the Mission, Vision & Core Values. (P&P 1.0)
- c. Determines policy.
- d. Consensus Decision-Making will be used at all meetings of the Board. (P&P 3.2)

#### **2. Program Planning & Budgeting**

- a. Define specific needs to be addressed and target population to be served.
- b. Establishes goals and objectives annually
- c. Establish committees to provide guidance in specific area
- d. Develop a budget annually
- e. Adopt the program goals & objectives and the budget annually at the first meeting after the Annual General Meeting.

#### **3. Evaluation of Organization Effectiveness**

- a. Regularly evaluate the accomplishments of the organization using the adopted goals & objectives.
- b. Evaluate responsiveness to new situations as required.
- c. Evaluate the effectiveness of volunteer leadership through feedback at volunteer meetings and debriefing sessions.
- d. Assess and manage the recruitment and selection of new volunteers and manage the status of current volunteers. (P&P 6.0)

#### **4. Retention & Evaluation of Management**

- a. Determine the type of leadership/management that is required and hire the highest quality candidate.
- b. Establish the compensation and conditions of employment. (P&P 3.4)
- c. Evaluate employee performance on an ongoing basis. Provide expectations and regular feedback.
  - i. Performance review is conducted by Chairperson who will give report annually to Board.
  - ii. Perform a 360' Evaluation every 3-5 years, as determined by directors, by seeking input from ACJS Board members, RCMP management and officers, volunteers, and coordinator.

#### **5. Financial Stewardship**

- a. Develop financial resources as required.
- b. Set standards for financial accountability and fundraising.
- c. Exercise fiduciary care of funds entrusted to the Society's use. This includes approving the budget, calling for regular financial reports and financial reviews, establish financial controls.
- d. Engage in long-term financial planning for self-sufficiency.

#### **6. Constituting The Community Connection**

- a. Serve as a link between the community & the Society. Represent the Society to the community.
- b. Represent the public interest. As guardian of the public trust, the board has a moral responsibility to the community-at-large to ensure fiscal accountability and program sustainability.
- c. Community support is evidenced by the people and/or businesses who donate their time and energy to support and serve the organization.

### **PROCEDURE:**

#### **1. Appointment of Directors**

- a. The members of the society may, in accordance with the by-laws of the society, nominate and elect directors at the Annual General Meeting
- b. Existing directors may appoint a person to fill a vacant board seat. These appointments will be ratified at the next Annual General Meeting by the membership.
- c. The Society Act provides that there shall be between five (5) and eleven (11) Directors, this number to be determined by the board. One (1) of which must be a resident of British Columbia.
- d. A notice of any change in directors must be filed with the registrar of companies following the Annual General Meeting.

#### **2. Legal Duties**

A Director of the Society shall:

- a. Act honestly, in good faith, and in the best interests of the Society.
- b. Exercise the care, diligence and skill of a reasonably prudent person in performing their functions as a director.

**FLOWCHART**

