



ARROWSMITH COMMUNITY JUSTICE SOCIETY

Administration

Board of Directors

Adopted 14 Oct 2014
Reviewed 04 Aug 2021

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) Uses consensus decision-making at all meetings of the Board (P&P 3.2)

2. Program Planning & Budgeting

- a) Defines specific needs to be addressed and target population to be served
- b) Establishes goals and objectives annually
- c) Establishes committees to provide guidance in specific area
- d) Develops an annual budget
- e) Adopts the program goals & objectives and annual budget at the first meeting after the annual general meeting (AGM)

3. Evaluation of Organization Effectiveness

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

4. Retention & Evaluation of Management

- a) Determines the type of leadership/management that is required to hire the highest quality candidate
- b) Establishes the compensation and conditions of employment (P&P 3.4)
- c) Evaluates employee performance on an ongoing basis. Provides expectations and regular feedback

- d) Evaluates program through a 360' evaluation every 3-5 years, as determined by directors, by seeking input from ACJS Board members, RCMP management and officers, volunteers, and Program Coordinator

5. Financial Stewardship

- a) Develops financial resources as required
- b) Sets standards for financial accountability and fundraising
- c) Exercises fiduciary care of funds entrusted for the Society's use. This includes approving the budget, calling for regular financial reports/revues and establishing financial controls
- d) Engages in long-term financial planning for self-sufficiency

6. Maintaining Community Connections

Community support is reflected by the people and/or businesses who donate their time and energy to support and serve the organization. The Board:

- a) Serves as a link between the community and the Society by representing the Society to the community
- b) Represents 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

PROCEDURE:

1. Election and 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 AGM
- b. Existing Directors may appoint a person to fill a vacant board seat. These appointments will be ratified at the next AGM by the membership
- c. *The Society Act*¹ provides that there shall be between five (5) and eleven (11) Directors, this number to be determined by the board. Directors must be residents 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 the functions as a Director

¹ *The Society Act of British Columbia* enacted in May 2015

FLOWCHART

