

SELKIRK & DISTRICT COMMUNITY FOUNDATION INC.

Role of Officers of the Board

This policy is designed to demonstrate the Foundation's obligation to model high standards of accountability. For the purposes of this policy, governance shall be defined as "the act of governing – providing leadership, direction and ensuring sound management." (CFC – Governance and Management for Canadian Community Foundations).

Board Officers

Officers of the Board will be considered to be in the service of the Board. Individual officers may not act in place of the Board except when acting together as an Executive Committee in accordance with the bylaws or as delegated by the Board through Board Policy.

Board Chair

1. Chair all meetings of the Foundation.
2. Be a signing officer of the Foundation.
3. Act as the official, public spokesperson for the Foundation.
4. Is responsible for the preparation of the Annual Report.
5. Is responsible for the creation and updating of policy and guidelines including:
 - a. Governance
 - b. Financial Management
 - c. Donor and Gift Management
 - d. Grant Management
 - e. General
 - f. Human Resources
6. Ensure that an annual Awards Night is held on a timely basis.
7. Represent the Foundation at public events, or delegate this responsibility to another officer or to an appropriate staff member.
8. Ensure that the Foundation has adequate physical space from which to function, including adequate furnishings and equipment.
9. Meet with Foundation employees annually to review performance reports, goals, etc.
10. Chair the Nomination Meeting, ensuring that they meet each year, send notices and minutes.
11. Orientation of new board members.
12. Other specific duties as directed by the Board from time to time, such as chairing the annual awards night and any other special events.

Roles of Officers of the Board

Vice Chair

1. Chair Foundation meetings in the absence of the Chair, or as delegated by the Board Chair.
2. Be a signing officer of the Foundation.
3. Act as the official, public spokesperson for the Foundation in the absence of the Chair, or as delegated by the Chair.
4. Help to prepare the Annual Report.
5. Is responsible for the creation and updating of policy and guidelines including:
 - a. Governance
 - b. Financial Management
 - c. Donor and Gift Management
 - d. Grant Management
 - e. General
 - f. Human Resources
6. Other specific duties as directed by the Board from time to time such as sub-committee responsibilities

Secretary of the Board

1. Chair Foundation meetings upon being delegated by the Chair when necessary.
2. Be a signing officer of the Foundation.
3. Help to prepare the Annual Report.
4. Is responsible for the creation and updating of policy and guidelines including:
 - a. Governance
 - b. Financial Management
 - c. Donor and Gift Management
 - d. Grant Management
 - e. General
 - f. Human Resources
5. Other specific duties as directed by the Board from time to time.

Treasurer of the Board

1. Chair Foundation meetings upon being delegated by the Chair when necessary.
2. Be a signing officer of the Foundation.
3. Help to prepare the Annual Report.
4. Is responsible for the creation and updating of policy and guidelines including:
 - a. Governance
 - b. Financial Management
 - c. Donor and Gift Management
 - d. Grant Management
 - e. General
 - f. Human Resources
5. Other specific duties as directed by the Board from time to time.
6. Be a member of the Investment Committee.

Roles of Officers of the Board

7. Financial

- a) Maintain an accounting system which is computer-based and which can produce financial statements upon request.
- b) Liaise with the Investment Manager hired by the Foundation. Receive monthly Investment Reports and prepare a summary of the transactions for posting to the general ledger.
- c) Prepare a monthly schedule of allocations to the Endowment Funds.
- d) Prepare & present semi-annual Investment Performance Reports to the Board.
- e) Prepare semi-annual financial statements that are presented to the Board.
- f) Prepare the annual financial statements that are reviewed by a public accounting firm.
- g) Prepare an annual budget for presentation and discussion with the Board.
- h) Prepare the payroll if necessary and payroll records as required.
- i) Maintain a listing of grants payable and ensure that the Executive Director reviews the liability for grants outstanding.
- j) Prepare estimates of cash requirements monthly and request funds from the Investment Manager to maintain a minimum balance on hand in the bank accounts.
- k) Prepare T3010-1, Registered Charity Information Returns.

This policy is to be reviewed every three years.

ADOPTED at a meeting of the Board of Directors of the Foundation:

DATE: March 10, 2015

Chair _____ **Kelly Lewis**

Secretary _____ **Shirley Muir**

Original Roles of Officers of the Board was adopted by the Board on April 12, 2011