

# SELKIRK & DISTRICT COMMUNITY FOUNDATION INC.

## Role of Officers of the Board

The Officer's primary responsibility is to ensure sound management of the Foundation. This policy demonstrates the Foundation's obligation to model high standards of accountability.

### Officers of the Board

Officers of the Board are 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

The Board Chair works closely with the Executive Director in discussing and planning the operations of the Foundation.

1. Ensures that the Foundation's vision and mission statement are reviewed during each strategic planning process.
2. Ensures that the strategic priorities are monitored on a semi-annual basis.
3. Provide leadership and direction for the Foundation.
4. Oversees and chairs Board and Executive meetings.
5. Oversees asset development activities and ensures Board participation in implementation of annual operating and endowment fund development.
6. Serves as ex-officio member of all committees.
7. Works in partnership with the Executive Director to make sure Board motions are implemented. Calls special meetings if necessary.
8. Be a signing officer of the Foundation.
9. Assists the Executive Director in conducting new Board member orientation and preparing agendas for Board meetings.
10. Oversees the search for a new Executive Director.
11. Coordinates annual performance review for Executive Director.
12. Acts as the official spokesperson for the Foundation.
13. Periodically consults with Board members on their roles and help them assess their performance.
14. Ensures that the Board policies are regularly reviewed.
15. Represent the Foundation at public events or delegate this responsibility.
16. Chair the Nomination Meeting, ensuring that they meet each year.
17. Develops and executes succession plans for Executive Director and Foundation staff.
18. Other specific duties as directed by the Board.

## Roles of Officers of the Board

### **Vice Chair**

1. Understands the responsibilities of the Board Chair and be able to perform these duties in the absence of the Chair.
2. Be a signing officer of the Foundation.
3. Carries out special assignments as requested by the Board Chair.
4. Assists Chair with the development and execution of succession plans for Executive Director and Foundation staff.
5. Participates as a vital part of the Board leadership.

### **Secretary of the Board**

1. Review Board minutes prior to distribution.
2. Be a signing officer of the Foundation.
3. Ensures that all Board records are maintained, accurate and secure.
4. Ensures the provision of adequate Board meetings and/or committee when such notice is required.
5. Assumes responsibilities of the Chair in the absence of the Chair and Vice Chair.
6. Carries out special assignments as requested by the Board Chair.

### **Treasurer of the Board**

1. Understands financial accounting for non-profit organizations, in conjunction with the auditor.
2. Serves as financial officer of the organization and, whenever possible, as the chair of the Finance Committee.
3. Works with the Executive Director and Financial Manager ensure that appropriate financial reports are made available to the Board on a timely basis.
4. Ensures effective financial and risk management controls and policies are in place, with controls reviewed on an annual basis.
5. Maintains a deep knowledge of the organization and the financial aspects related to the Foundation.
6. Ensures an annual meeting is held with the auditor to review statements and management letter for presentation to the Board.
7. Oversees the preparation of the annual budget and presents the budget to the Board for approval in a timely manner.
8. Ensures that the necessary information and accounting systems are in place to assess the Foundation's progress towards meeting its objectives.
9. Oversees all responsibilities of the Financial Manager, in conjunction with the Executive Director.
10. Assumes responsibilities of the Chair in the absence of the Chair, Vice Chair and Secretary.
11. Be a signing officer of the Foundation.
12. Be a member of the Investment Committee.
13. Carries out special assignments as requested by the Board Chair.

Roles of Officers of the Board

This policy is to be reviewed every three years.

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

**DATE:** May 14, 2019

**Chair** \_\_\_\_\_ **Gord Henrikson**

**Secretary** \_\_\_\_\_ **Michele Polinuk**

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