

# 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 leadership, accountability and protocols.

### 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.

### 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 ensure Board motions are implemented.
8. Calls special meetings if necessary.
9. Be a signing officer of the Foundation.
10. Assists the Executive Director in conducting new Board member orientation and preparing agendas for Board meetings.
11. Acts as Chair of the Human Resources Committee, which includes overseeing the search for a new Executive Director as required.
12. Coordinates annual performance review for Executive Director.
13. Acts as the official spokesperson for the Foundation.
14. Periodically consults with Board Members on their roles and help them assess their performance.
15. Ensures that the Board policies are regularly reviewed.
16. Represent the Foundation at public events or delegate this responsibility.
17. Chair the Nomination Meeting, ensuring that it meets at least once a year.
18. Other specific duties as directed by 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. A member of the Human Resource Committee.
5. Assists Chair with the development and execution of succession plans for Executive Director and Foundation staff.
6. Participates as a vital part of the Board leadership.

### **Secretary**

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 meetings, 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**

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

Roles of Officers of the Board

13. Be a member of the Investment Committee.
14. Carries out special assignments as requested by the Board Chair.

This policy is to be reviewed every three years.

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

**DATE:** June 14, 2022

**Chair** \_\_\_\_\_ **Shauna Curtin**

**Secretary** \_\_\_\_\_ **Greg Dewar**

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