

KERRISDALE COMMUNITY CENTRE SOCIETY

BOARD AND COMMITTEE MEMBER DUTIES

Purpose

To ensure that KCCS Board and Committee Members are aware of their duties and abide by them when acting on behalf of the Kerrisdale Community Centre Society.

General Responsibilities of Board Members:

Duty of Care:

1. To exercise the care, diligence and skill of a reasonable and prudent person with specific expertise
2. To be aware and respectful of the Society's mission, vision and goals
3. To have a thorough knowledge of the Society's constitution and bylaws
4. To demonstrate ethical, courteous, professional, and socially acceptable behaviour.

Fiduciary Duty:

5. To act honestly and in good faith
6. To maintain loyalty to KCCS
7. To act in the best interest of KCCS, before personal interests
8. To avoid conflict of interest or the appearance of conflict of interest
9. To ensure issues and decisions are understood
10. To consult a professional when the occasion arises
11. To be knowledgeable and responsible regarding financial statements
12. To hold management accountable for its actions and decisions.

Specific Responsibilities of Board Members:

1. Review carefully before approving policy and other recommendations received from the board's standing and ad hoc committees.
2. Review carefully before approving major decisions such as capital expenditures and significant changes in programs and services.
3. Review the Society's bylaws and policy manual and recommend bylaw changes.
4. Ensure the Society's compliance with all legal requirements.
5. Ensure the Society's insurance is in place and adequate, consult a solicitor before signing contracts, and obtain at least 3 bids on major expenditures.
6. Participate in the development and implementation of KCCS strategic plan.
7. Ensure that the financial structure of KCCS is adequate for its current needs and that plans are in place for its long-range strategy.
8. Review carefully before approving annual budget.
9. Hire, monitor, advise, support, reward, review performance and when necessary, release the Recreation Supervisor in conjunction with the management of the Vancouver Board of Parks and Recreation.
10. Make sure that the board and its committees are adequately and currently informed, through reports and other methods of communication.
11. Appoint an independent auditor to conduct the annual audit at the Annual General Meeting (AGM).
12. Propose a slate of directors to members and fill vacancies on the board as needed.

KERRISDALE COMMUNITY CENTRE SOCIETY BOARD AND COMMITTEE MEMBER DUTIES

13. Participate in an annual review of the performance of the board and take steps to improve its performance.

General Requirements:

1. To be aware of our programs and activities
2. To be aware of the changing needs of our community
3. To advocate for KCCS in the community.

Specific Requirements:

4. To arrive at board, committee and any special meetings on time and stay until the meeting is adjourned
5. To be prepared to sit on at least 2 standing or ad hoc committees
6. To be prepared for the meeting by having read the pre-circulated materials
7. To be prepared with questions and bring any relevant material to inform discussion
8. To be respectful of colleagues and their views, have an open mind
9. To debate issues and not personalities
10. To know how to make and amend motions – to be knowledgeable about the rules of formal meetings
11. To promote board unity and confidence by practising discretion and accepting decisions made on a majority basis
12. To evaluate your own contribution to the board.

Effective Board Members are:

1. Committed – dedicated to KCCS philosophy and vision for the future
2. Involved – lending skills, expertise and talents and working in partnership with the staff
3. Informed – educated about KCCS's work, fiduciary matters, policies, procedures and the Board's positions
4. Clear about Expectations – understand what is expected of them and express their expectations to the staff on a regular basis
5. Challenged – seeking to learn new skills and work in different areas of governance
6. Trained – current board members conduct orientations that provide knowledge to new board members about KCC and KCCS. Act as a mentor to new board members.
7. Held Accountable – understanding the importance of attending meetings and making promises; those who are not able to make a commitment will instead be asked to work on standing or ad hoc committees
8. Held Accountable – to conduct oneself in a way that presents the KCCS in a positive way to the staff, community businesses, service suppliers and clients.