



FOOD FOR LIFE CANADA INC.

POLICY CATEGORY	GOVERNANCE
POLICY NUMBER	2
TITLE OF POLICY	ROLE & RESPONSIBILITIES OF THE BOARD
APPROVED BY	BOARD
DATE OF APPROVAL	OCTOBER, 2006
REVISION DATE	

This statement of Board responsibilities is consistent with our General By-Law, and is adopted from a document published by America's Second Harvest on September 10, 2006.

1. Determine the organization's mission and purpose

A statement of mission and purposes should articulate the organization's goals, means and primary constituents served. It is the Board's responsibility to create the mission statement and review it periodically for accuracy and validity. Each individual Board member should fully understand and support it.

2. Select the Chief Executive

The Board must approve the executive's job description and undertake a careful search to find the most qualified person for the position.

3. Support the Chief Executive and Review His/Her Performance

The Board ensures that the executive has the moral and professional support he/she needs to further the goals of the organization. The executive, in partnership with the entire Board, decides upon a periodic evaluation of the executive's performance.

4. Ensure Effective Organizational Planning

As stewards of the organization, the Board sets the overall direction and establishes general priorities. It actively participates with staff in a strategic planning process and assists the executive in implementing the goals in the approved plan.

5. Ensure Adequate Resources by Raising Money

One of the Board's foremost responsibilities is to provide adequate resources to enable the organization to fulfill its mission. The Board works in partnership with the executive and development staff (if any), to raise funds from the community.

6. Ensure Fiduciary Responsibility

In order to remain accountable to donors, the public and to safeguard its tax-exempt status, the Board assists in developing the annual budget and ensures the proper financial controls are in place.

7. Determine, Monitor and Strengthen the Organization's Services

The Board, in conjunction with staff, determines which programs are the most consistent with the mission and monitors program effectiveness.

8. Enhance the Organization's Public Standing

The Board is the primary link to the community, including constituents, the public and the media. Clearly articulating the organization's mission, accomplishments and goals to the public as well as garnering support from important members of the community, are important elements of a comprehensive public relations strategy.

9. Ensure Legal and Ethical Integrity and Maintain Accountability

The Board is responsible for ensuring adherence to legal requirements and ethical norms. Solid Personnel Policies, grievance procedures, and a clear delegation to the executive of hiring and managing employees will help ensure effectiveness in this area. The Board establishes pertinent policies and adheres to the general by-law.

10. Recruit and Orient New Board Members and Assess Board Performance

The Board articulates and makes known its needs in terms of member experience, skills and other considerations that define a "balanced" Board composition. The Board arranges an orientation for new members covering their responsibilities, the organization's history and culture, its needs and its challenges. By evaluating its performance in fulfilling its responsibilities, the Board is able to recognize its achievements and its areas for improvement.