



FOOD FOR LIFE CANADA INC.

POLICY CATEGORY	GOVERNANCE
POLICY NUMBER	3
TITLE OF POLICY	INDIVIDUAL BOARD MEMBER RESPONSIBILITIES
APPROVED BY	BOARD
DATE OF APPROVAL	OCTOBER, 2006
REVISION DATE	

These responsibilities are consistent with the General By-Law and are adopted from a publication of America's Second Harvest dated Sept. 10, 2006.

General Expectations

1. Know the mission, values, goals policies, services, strengths and needs.
2. Suggest nominees for Board membership.
3. Serve in leadership positions or undertake special assignments willingly when asked.
4. Avoid prejudiced judgements on the basis of selective information and urge anyone with a complaint to follow established procedures.
5. Follow trends in the organization's field of interest.
6. Bring a sense of humour to the Board's deliberations.
7. Act as an ambassador on behalf of the organization.

Meetings

1. Prepare for and participate in Board and committee meetings and other organizational activities.
2. Ask timely and substantive questions during discussions, then support the majority decision.
3. Maintain confidentiality of the Board's discussions.
4. Speak on behalf of the Board when asked to do so by authorized persons such as Board Chairperson.
5. Suggest agenda items for Board and committee meetings, to ensure significant policy-related matters are addressed.

Relationship with Staff

1. Counsel the executive as appropriate and offer support.
2. Avoid asking special favours of the staff, without prior approval.

Avoiding Conflict

1. Serve the organization as a whole, rather than special interest groups.
2. Avoid even the appearance of a conflict of interest and disclose any possible conflicts in a timely fashion.
3. Maintain independence and objectivity and do what a sense of fairness, ethics and personal integrity dictate.
4. Never accept or offer favours or gifts from or to anyone who does business with the organization.

Fiduciary Responsibility

1. Exercise prudence with Board decisions on the control and transfer of funds.
2. Read carefully and understand the organization's financial statements and help the Board to fulfill its fiduciary responsibility.

Fund Raising

1. Give an annual cash donation according to personal means.
2. Assist the Fund Raising Committee through personal influence with other corporations, organizations and individuals well known to you.