



FOOD FOR LIFE CANADA CHARITABLE CORPORATION

POLICY CATEGORY	BOARD GOVERNANCE
POLICY NUMBER	BG4
TITLE OF POLICY	INDIVIDUAL BOARD MEMBER RESPONSIBILITIES
APPROVED BY	BOARD
DATE OF APPROVAL	OCTOBER, 2006
REVISION DATE	NOVEMBER, 2015

Food for Life and individual Board Members shall be accountable for the fulfilment of their Governance Role. Their responsibilities are consistent with the General By-Law.

General Expectations

1. Know the mission, values, goals policies, services, strengths and needs.
2. Follow trends in the organization's field of interest.
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. Suggest nominees for Board membership.
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;
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 Chair;
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 and expertise as requested

Avoiding Conflict – Conflict is further defined in Policy BG.3 and includes such particulars as noted below.

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.

Fundraising

1. Give an annual cash donation according to personal means.
2. Contribute to the fundraising efforts through personal influence with other corporations, organizations and individuals well known to you.