

Board of Directors Overview

Community Living Atikokan (CLA) is a not-for-profit charity, overseen by a Board of Directors that is a legal entity authorized by the membership of the corporation to govern and that is held accountable for the overall performance of the organization.

The primary function of the Board of Directors is to focus on planning, policy development, oversight and monitoring, performance management and awareness/advocacy. The Board utilizes the “policy board” model of governance, in which the Board makes policy and all employees, through the Executive Director, implement it. Under this model the ED is the Board’s one employee and is delegated the responsibility for management of the organization. All other employees are deemed to work for the ED.

Who are the Board of Directors:

- Boards are a requirement of the corporations act. Every non-profit organization must have a Board.
- Board members recruit potential board members. The ED doesn’t choose them.
- They are volunteers. They give their time for free. They don’t get paid.
- Their commitment lasts a number of years – in three year terms.
- Their role is:
 - a. To provide leadership, mostly through planning
 - b. To delegate managing the day-to-day work of the organization to the ED and to oversee that person’s performance, and
 - c. To manage themselves.

- They are often recruited for what they can contribute to the work of the Board, whether that relates directly to the mission of the organization or in support areas like finance, HR or property.

Qualifications

Ideal candidates will have the following qualifications:

- A commitment to and understanding of what the organization does.
- Well-developed communication skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of the citizens of Atikokan who have a developmental disability
- May not be an employee, or immediate family member of said employee of the Corporation
- May not be a past employee (for a set number of years depending on their reason for leaving)
- Must be 18 years of age or older, of sound mind and a resident Canadian

Job Description

- Regularly attends board meetings and important related meetings. The minimum 10 Board meetings per year with a potential for special board meetings to be called with notice
- Makes serious commitment to participate actively when required in committee work
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- Participates in fund raising for the organization
- Is aware of and in agreement with current bylaws of the corporation
- Completes all requirements to maintain the corporations compliance with standards as prescribed by the funder

Leadership, Governance and Oversight

- Serve as a trusted advisor to the Executive Director and contributor in the development, implementation and evaluation of the agency's strategic plan.
- Review outcomes and metrics created by CLA for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board meetings

- Review and approve the annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the Executive Director
- Assist the board president and Nominating Committee Chairperson in identifying and recruiting new Board Members
- Partner with the President and Officers of the Board, Executive Director of the agency and other board members to ensure that board resolutions are carried out
- Represent CLA, acting as an ambassador for the organization

Term of Office

- 3 years
- May serve consecutive term in accordance with the corporation's bylaw, after which a break of minimally one year must occur prior to another term of office.

Method of Appointment

- Nominated by committee charged to identify potential candidates
- Appointed to the Board at the AGM
- Submits a current Criminal Reference Check for the Vulnerable Sector

Insurance

- All Board of Directors are covered by insurance against any liability incurred by him/her in their capacity as a director or officer of the Corporation, except where the liability relate to the individuals failure to act honestly and in good faith with a view to the best interests of the Corporation.

Board Volunteer Time Commitment

CLA understands the need for personal balance in work, home and volunteer life. Therefore, we believe it is important to provide potential volunteers with an estimated amount of time required to be a board member.

Board Member Participation:

	Responsibility	Approximate Time
1.	Attendance at monthly Board Meetings – Approx. 10 @ 1-1.5 hours in length	15 Hrs.
2.	Homework or reading, 1 hour/month *	10 Hrs.
3.	Special Events i.e. barbeque, 1-2 per year @ 2 hours	4 Hrs.
4.	Workshops/Board Training 1- 2 per year @ 3 hours	6 Hrs.
	Total Year	35 Hrs.

* flexible

Committee Participation:

Each board member is expected to contribute to standing / adhoc committees.

	Responsibility	Approximate Time
1.	Participation on standing or adhoc committees 2-4 hrs	4 Hrs.
	Total Hours	4 Hrs.

Total Volunteer Time Commitment: 39 hours per year