



YOUTH BOARD

BOARD OF DIRECTORS'
GOVERNANCE

Board of Directors

Board of Directors • Governs on behalf of the members and shareholders

- Provides leadership and direction to the organization

Director • A person who is a member of the board- volunteer

- Relationship of trust with other directors, members, staff, funders, government bodies & public



Your Responsibilities



- ▶ • Practice the 7 duties – ‘walk the talk’
- ▶ • Attend board meetings ▫ review minutes and correspondence
participate in discussions
- ▶ • Ensure the organization manages affairs in a conscientious, responsible manner
- ▶ • Provide oversight when duties have been delegated
- ▶ • Ensure governance and risk management plans are in place
- ▶ • Participate in Director orientation and training

Directors' Responsibilities

- Ensures all members consider the best interests of the organization in their actions
- Supports the decisions of the board – whether they agreed with them.
- Maintain confidentiality
 - Avoid conflict of interest



Roles on a Board

- Chair/ President

- Vice Chair/ Vice President

- Treasurer / Finance Committee

- Secretary

PRESIDENT

- ▶ 1. Prepare for each meeting
- ▶ 2. Encourage full participation and free discussion
- ▶ 3. Encourage discipline and focus(keep on track)
- ▶ 4. Use effective meeting procedures
- ▶ 5. Make each meeting a successful experience
- ▶ 6. Summarize the discussion
- ▶ 7. Do follow up with committee chairs



Vice President



- Make the most of it!
- Learn all you can
- Observe what is going on
- Build relationships
- Determine your leadership style
- Develop your strategy
- Help the chair or president
- Take on tasks as appropriate

Treasurer



- ▶ Maintain bank account
- ▶ Supervises financial transactions
- ▶ Develop, maintain and monitor budget
- ▶ Prepares reports, forms for OAAS, funding agencies and OMFRA
- ▶ Authorize signers , assume responsibility that funds have been disbursed according to board policy

Finances

- ▶ Finances: Responsibility of ALL Directors!
- ▶ Prudent management of funds
- ▶ Managing and accounting of funds to ensure consistency with organization's objectives
- ▶ Approve budget
- ▶ Ask questions to understand
- ▶ Identify the organization's financial risks and develop strategies to minimize



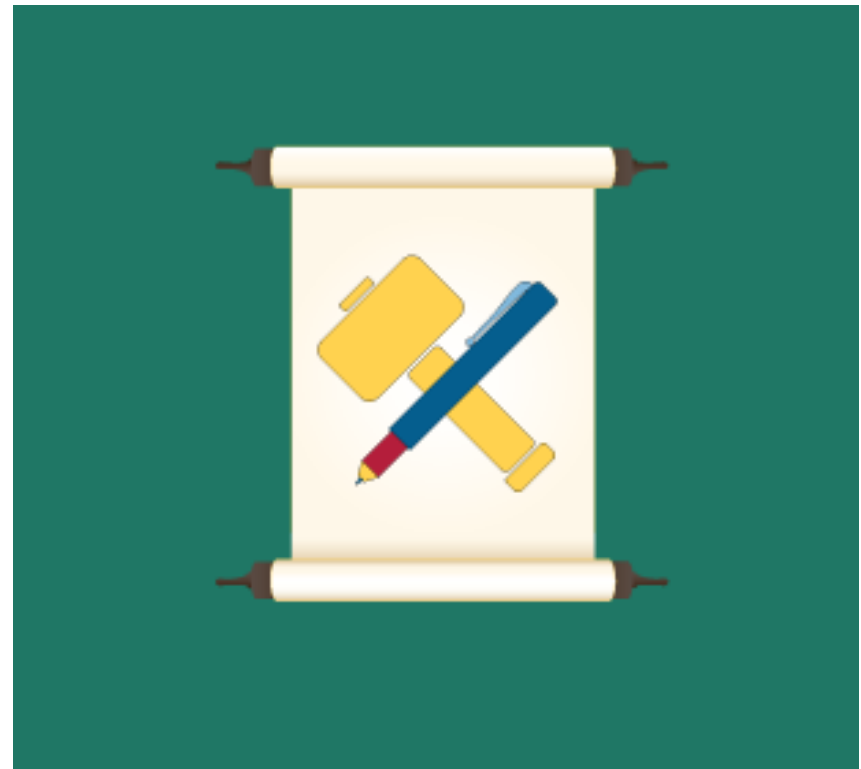
Secretary

- ▶ Maintains records, bylaws, filing of documents
- ▶ Takes minutes, distributes minutes, agendas
- ▶ Membership records, committees, members
- ▶ Communication
- ▶ Signing officer
- ▶ Handling of correspondence
- ▶ Make meeting arrangements and set up
- ▶ Participates in meetings
- ▶ Maintains a calendar of important dates for the organization
- ▶ Keep a record of board policies and procedures by the board



Constitutions and Bylaws

- ▶ Legal document
- ▶ Can only be amended by the Membership
- ▶ Regularly review
- ▶ It's your guide to how the organization operates • You won't see the holes until you are in a crisis
- ▶ Provincial or National organization's constitution



Agenda

Traditional Agenda

Call to Order

Approval of Agenda

Approval of Minutes

Officers' Reports (Treasurer, President, etc.)

Standing Committees' Reports

Special Committees' Reports

Unfinished Business

New Business

Adjournment



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