

Equal Opportunities West Inc.

Board and Board Member Roles and Responsibilities

Board of Directors Responsibilities:

The Board of Directors of Equal Opportunities West Inc. is responsible for directing the management of the affairs and business of the corporation. This includes, but is not limited to, providing legal oversight through ensuring sound governance practices and adherence to the bylaws of the organization, ensuring sound fiscal management, minimizing exposure to risk, establishing organizational values and ensuring an appropriate mission and vision, approving a long term strategic plan and measuring progress on achievement of goals, developing board policies, rules and procedures, ensuring adequate resources to fulfill the corporation's mission and vision, ensuring the presence of a capable and responsible Board, and ensuring a periodic assessment of the Board's performance. Specific responsibilities include:

- Appoint officers and committee chairs and provide for their responsibilities in accordance with the by-law.
- Approve terms of reference for all standing and other committees
- Appoint Directors and volunteers to serve on appropriate committees as provided in the By-law and to fulfill the mission of the corporation.
- Appoint, delegate responsibility to, and ensure adequate oversight and performance assessment of the CEO of the corporation.
- Ensure appropriate human resource policies, plans and procedures, including succession plans
- Review and approve monthly and annual financial statements and projections
- Approve the annual budget and operational plans and priorities of the corporation.
- With the CEO develop and approve a long term Strategic Plan for the corporation.
- Approve and monitor investment policies and contracts for the management of corporation's funds.
- Ensure preparation of an annual report to the members and the community of the operations of the corporation and of the sources and uses of the corporation's funds.
- Ensure the By-laws and any Board policies, regulations and rules are appropriate to the successful fulfillment of the mission and vision of the corporation
- Evaluate the Board's performance

Board Member Responsibilities and Expectations:

- Be an advocate in the community for Equal Opportunities West Inc.
- Be informed of the corporation's By-laws, mission, values and policies
- Accept and fulfill committee or other assignments.
- Prepare for, attend and actively participate in Board and assigned committee meetings.
- Actively participate in retreats or special meetings of the Board
- Take responsibility for and follow through on any assignments
- Maintain confidentiality of all Board discussions.
- Act with honesty and in good faith in accordance with legal standards and in the best interests of the corporation
- Exercise due diligence in fulfilling the duties of care, loyalty, and obedience
- Exercise diligence for and declare any real or apparent conflicts of interest
- Voice clearly and explicitly any disagreement with a decision being considered by the Board or a committee
- Maintain solidarity in support of all Board and committee decisions made in good faith
- Understand and respect the distinction in the roles of the Board and staff, and work cooperatively with staff
- Participate as requested in fund raising plans, opening doors in the community, and acting as a resource to the CEO.
- Participate in corporation special events
- Consider making financial contributions commensurate with ability to give
- Possess honesty, integrity, sensitivity, tolerance of differing views, and a capacity and willingness to work with others
- Evaluate own performance as a Board member and cooperate in personal performance assessments according to Board policy