

Bill Reid Foundation
Area: Process Policies
Specific: Board Job Description

Date Adopted: March 31, 2016

The job of the Board is to represent all those with voting privileges in determining, monitoring and ensuring appropriate organizational performance of the Foundation. Accordingly,

1. The Board will actively be the link between the organization and the ownership.
2. The Board will create, review, and monitor the implementation of written governing policies that, at the broadest levels, address each category of organizational decision.
 1. Ends: names the organizational products, effects, benefits, and outcomes; names the beneficiaries; establishes the relative worth of these products (“what good for whom at what cost”).
 2. Limitations: places constraints on the authority of the Director & CEO, establishing the boundaries within which all activities and decisions must take place.
 3. Governance Process: specification of how the Board conceives, carries out and monitors its own task.
 4. Relations: how power is delegated to the Director & CEO and its proper use monitored; the Director & CEO’s role, authority, and accountability.
3. The Board will produce assurance of the Director & CEO’s performance against Ends and Limitations policies through regular, rigorous monitoring according to an established schedule.
4. All Board policies shall be reviewed on a regular basis. The goal of a review is not to ensure the policy is being carried out (monitoring) but to ensure that the policy adequately addresses the area of concern and clearly represents the current mind of the Board. A policy can be reviewed at any time by vote of the Board but will usually follow an agreed schedule. All policies shall be reviewed according to the Perpetual Calendar.
5. Once modifications to Board Policy have been approved by the Board, the committee proposing the change will forward the revised policy to the chair of the Governance Committee who will in turn ensure that the Director & CEO addresses the changes and that updates to the Policy Manual are distributed to Board members and changed on the website in a timely manner.
6. The Board shall appoint a qualified financial auditor and ensure that an independent audit of the Foundation’s accounts and financial affairs is carried out at least on an annual basis.
7. The Board shall approve an annual report on the affairs of the Foundation that will be available to the public and will include a financial report consistent with the audit.