

Board of Director's Responsibility

The Board is responsible for leading, by example, the organization forward to the mandate of the Sample Association and representing the membership in determining appropriate organizational performance. The Board's contributions will be:

1. Develop, maintain and strengthen policies and practices that will achieve the strategic priorities of the Sample Association.
2. It is the responsibility of the Board to link to and solicit feedback on a regular basis from the members as well as other key stakeholders.
3. Carry out its job with discipline, emphasizing strategic priorities rather than short term issues, policy rather than single events, and group rather than individual decisions.
4. Specifically address the following:
 - (a) The development and maintenance of a strategic plan and priorities;
 - (b) The approval of a business plan and budget consistent with the strategic plan;
 - (c) Provide clear direction to employees and volunteers so that they are not delayed in the performance of their duties waiting for Board approvals whenever possible;
 - (d) Development of policies to guide the actions of the organization;
 - (e) Monitor performance of the organization to ensure compliance with priorities, directions and policies;
 - (f) Represent the community in its decision making;
 - (g) Represent the organization within the community.
5. Monitor the Executive Director's performance in accordance with priorities and policies.
6. Development and maintenance of the Board agenda. Material related to the agenda shall be distributed with adequate lead-time for preparation as agreed to by the Board of Directors.
7. Board members shall prepare for meetings and participate productively in discussion, always within the boundaries of discipline established by the Board.
8. The Board will self-monitor its performance at each meeting. Self-monitoring will include: comparison of board activity to the Board policies, behaviors in accordance with approved codes of conduct, and achievement of priorities.
9. The Board shall keep minutes that will consist only of a record of the business transacted at the meeting. It is important that sufficient information is included in motions, reports or preamble so as to make certain the minutes are able to be clearly understood by future readers.