

TLC Board - Roles and Responsibilities

Board member

1. Attend meetings regularly.
2. Prepare for meetings in advance by reading agendas, minutes, reports, and other documentation required to actively participate.
3. Keep up to date with issues and trends that affect TLC.
4. Contribute skills and knowledge where useful in meetings and committee work.
5. Understand and monitor TLC's financial affairs.
6. Avoid any potential conflicts of interest and maintain confidentiality.
7. Ensure TLC is complying with all legal and regulatory requirements.

Board Treasurer

As an Officer of the board, the Treasurer has a designated role in overseeing the financial matters of the board and ensuring other directors are adequately informed of financial-related issues to ensure good decision-making.

General Responsibilities of the Treasurer

1. Liaison with staff responsible for the financial management of the TLC.
2. Elucidate financial matters to support Board decision-making. To this end, the Treasurer should regularly report on the current financial position.
3. Oversee and present budgets, management accounts, and financial statements to the board of directors
4. Develop and implement financial, reserves, and investment policies.
5. Assume a leadership role on any Finance Committee or initiatives related to financial matters.
6. Advise on the financial implications of TLC's strategic plan.
7. Contribute to the fundraising strategy of TLC.
8. Be aware of CRA policies/regulatory requirements with respect to financial compliance, particularly CRA T3010B information return.

Board Secretary

1. Manages, in consultation with the Board Chair, the schedule, agenda, and motions for Board meetings. Maintains records of the board and ensures effective management of TLC's records
2. Manages the minutes of board meetings, which can include delegating the actual minute taking.
3. Ensures minutes are distributed to members in a timely manner after each meeting.
4. Is sufficiently familiar with legal documents (articles, by-laws, etc.) to note applicability during meetings.

Board Chair

1. Provides leadership to the Board of Directors, Chairs meetings of the board of directors.

2. Ensures that board matters are handled properly, including committee functioning, recruitment of new board members, orientations, and meeting preparation.
3. Develops agendas for meetings with the Executive Director.
4. Annually evaluates the performance of TLC in achieving its mission and objectives.
5. Is a partner with the Executive Director in achieving TLC's mission.
6. Recommends to the board which committees are to be established.
7. Seeks volunteers for committees and coordinates individual board member assignments.
8. Appoints the chairpersons of committees, in consultation with other board members.
9. Helps guide and mediate board actions with respect to organizational priorities and governance concerns
10. Reviews with the Executive Director any issues of concern to the board.
11. Monitors financial planning and financial reports.
12. Evaluates the performance of the Executive Director and the effectiveness of the board members
13. Speaks to the media and represents TLC to the community.
14. Annually reviews matters of governance that relate to the board's structure, role, and relationship to management.

Sources

Internet Nonprofit Center www.nonprofits.org/npofaq/03/02.html

Mentoring Canada www.mentoringcanada.ca/training/Boards/modules/4_job_descriptions.html

McNamara, Carter, The Management Assistance Program for Nonprofits
www.mapnp.org/library/boards/brdjobs.htm