

## **COMMUNITY FUTURES CENTRE WEST**

### **Terms of Reference for Board Directors**

#### **AUTHORITY AND RESPONSIBILITY:**

The Board of Directors is the legal authority for Community Futures Centre West (CFCWest)

As a member of the Board, Directors act in a position of trust for our organization and for the communities CFCWest serves. Board Directors are also responsible for setting strategic direction and governance for the organization.

#### **QUALIFICATIONS/SKILLS:**

Knowledge and skills in one or more areas of Board governance: policy development, marketing, finance, business acumen, developmental lending and community development.

#### **TERM:**

Directors are elected by the nomination at the Annual General Meeting. Directors in odd numbered calendar years, up to half of the Directors will be elected to the Board for a two year term and in even number calendar years the remaining directors shall be elected for a two year term.

#### **REQUIREMENTS:**

- Commitment to the values of the organization
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs, and/or personnel
- Willingness to serve and actively participate on at least one committee
- Attendance at quarterly Board meetings
- A time commitment of five hours per month, (includes Board preparation, meeting and committee meeting time)
- Attendance at Annual General Meeting
- Be informed of the services provided by Community Futures Centre West and publicly support them
- Prepare for and participate in the discussions and the deliberations of the Board
- Be aware and abstain from any conflict of interest
- Be willing to participate in annual planning sessions

**MAJOR DUTIES:**

- Govern CFCWest by the broad policies developed by the Board
- Establish overall long and short term goals, objectives and priorities for CFCWest through strategic planning in order to meets the needs of the communities within our region
- Recommend policy to the Board
- Promote services and programs of CFCWest through events and community networking, etc.
- Be accountable to the funders for the services provided and funds expended
- Monitor and evaluate the effectiveness of CFCWest through a regular review of programs and services
- Participate in board recruitment
- Prepare for and participate in the discussions and the deliberations of the Board
- Foster a positive working relationship with other Board members, CFCWest Executive Director and staff
- Adhere to the Code of Conduct and abstain from any conflict of interest

**REVIEW/APPROVAL DATE:**

The Executive Committee and/Board Recruitment Ad Hoc Committee will review annually the Terms of Reference for Board directors and recommend appropriate changes to the Board.