

 Grand River Community Health Centre	Main Folder: Board	Sub Folder: Governance	Number: BD-GOV-008	Policy & Procedure
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Subject: Board Responsibilities	Date Originally Issued: 04.10 Date Revised: 04.13, 11.15, 11.18 Date Reviewed:
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Issued by: HR & Board Development Committee	Approved by: Board of Directors
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Policy and Procedure

General board responsibilities:

The board of directors is responsible for:

- developing and approving the vision, mission, values and strategic priorities of the organization (in partnership with staff)
- providing oversight of the Executive Director
- attending and participating actively in board meetings, committee meetings and other activities of the board
- respecting the confidential nature of information obtained while carrying out duties, in compliance with the GRCHC privacy policy and legislation
- approving short and long range plans for the organization to enable it to carry out its goals
- reviewing and approving capital and operating budgets
- ensuring that the assets of the GRCHC and any public funds are used with integrity
- keeping up to date on board information
- complying with the conflict of interest guidelines
- representing the GRCHC in the community
- listening and responding to the community's issues

Board authority:

The GRCHC Board speaks with one voice. The board has authority when it is meeting. Individual members have no authority to direct staff or act on behalf of the organization unless such authority is granted by a motion or resolution of the board. Board members are always ambassadors or champions for the organization. Board members of the GRCHC work together as a team to fulfil their governance role by:

- striving for excellence
- continually learning and evaluating
- being respectful
- providing sound leadership
- being proactive
- encouraging diversity
- being consultative and collaborative
- striving for consensus
- exercising authority collectively

- living the values of the organization
- keeping the vision and mission front and centre

Board role:

The board in its leadership role provides:

- the link between the organization, its members and the community at large
- written governance policies that broadly address the vision, mission, values and strategic priorities of the organization; limitations of the executive director; board governance process; board-executive director relationship
- the support to ensure the organization has sufficient resources to achieve its mission
- communications externally through the board chair (the board speaks as one voice through the board chair); internal/operational communications are the responsibility of the executive director

Accountability:

The board is accountable to:

- its membership
- its clients
- the communities it serves
- its funders
- government
- other agencies and professionals
- itself

In governing the organization, the board is responsible for ensuring the organization has:

- mission, vision and values statements, clearly articulated, widely communicated and observed
- a strategic planning process
- an annual plan
- programs that address issues and needs identified by the communities served
- appropriate policies and procedures to effectively manage the organization
- a budgeting process
- sound financial management to keep the organization within budget and protect its assets
- community involvement in its activities

The board is also responsible for:

- establishing the necessary standing and ad hoc board committees
- establishing reporting mechanisms between the board and its committees
- holding regular meetings
- having a specific plan for board member recruitment
- new member orientation
- every board member has the responsibility to educate themselves