

Board of Directors Terms of Reference

Purpose:

1. To oversee the management of the organization.
2. To create the strategic plan and to ensure steps are taken to action that plan successfully and in a timely manner.
3. To make sure the financial statements are understood and accurate.

Members of the Board:

4. The Board is comprised of members who are in good standing with the organization and who apply as **volunteers** to become members of the Board. (up to 2 members per province or territory)

Length of Term:

5. 1 year, under review.

Frequency of Meetings:

6. Members are expected to attend at least one virtual Board meeting per month.
7. Committee meetings also take place usually for one hour per month during the work week and are scheduled on an ad hoc basis.

Responsibilities of Members of the Board:

1. At the beginning of each Board meeting, members will be asked to disclose any conflicts of interest.
2. Members will also be asked to sign CAGFO's Code of Ethics at the beginning of the term.
3. Members are expected to attend the virtual on-boarding session at a time that works for you.
4. As meetings do take place during the workday, the expectation is that members will have the support of their immediate supervisor.
5. Members need to attend and actively participate in at least 10 monthly Board meetings per year.
6. Members should serve on at least one committee and attend at least 85% of the monthly meetings.
7. The Board members can also act as Committee Chairs
8. Members are expected to attend the annual conference in person.
9. Approval of by-laws and corporate policies

Reporting Responsibility:

1. The Executive Committee reports to the Board of Directors, as required. Additional information or updates may be communicated to the Board of Directors by e-mail, mail or telephone.
2. All board meetings shall be documented, with minutes circulated and preserved.