

Roles and Responsibilities of the Humber River FHT Board

Purpose:

To ensure that the Board has a shared understanding of its Governance role, the Board has adopted this Statement of the Roles and Responsibilities of the Board.

Responsibilities of the Board:

- The Board is responsible for the overall Governance of the affairs of the Humber River FHT.
- Each Director is responsible to act honestly, in good faith and in the best interests of the FHT and, in so doing, to support the FHT in fulfilling its mission and discharging its accountabilities.

Strategic Planning and Mission, Vision and Values:

- The Board participates in the formulation and adoption of the organization's Mission, Vision and Values.
- The Board ensures that the organization develops and adopts a strategic plan that is consistent with its Mission and Values, and which will enable the organization to realize its Vision. The Board participates in the development, and ultimately approves the strategic plan.
- The Board oversees operations for consistency with the strategic plan and strategic directions,
- The Board received regular briefings or progress reports on implementation of strategic directions and initiatives.
- The Board ensures that its decisions are consistent with the strategic plan and the Mission, Vision and Values.
- The Board annually conducts a review of the strategic plan as part of a regular annual planning cycle.

Quality and Performance Measurement and Monitoring:

The Board is responsible for establishing a process and a schedule for monitoring and assessing performance in areas of Board responsibility including:

- Fulfilment of the strategic directions in a manner consistent with the Mission, Vision and Values.
- Oversight of management performance.
- Quality of Operations and Services.
- Financial conditions.
- External relations.
- Board's own effectiveness.
- The Board ensures that management has identified appropriate measures of performance.
- The Board monitors organizational and Board performance against Board-approved performance standards and indicators.
- The Board ensures that management has plans in place to address variances from performance standard indicators, and the Board oversees implementation of remediation plans.

Financial Oversight:

- The Board is responsible for stewardship of financial resources including ensuring availability and overseeing allocation of financial resources.
- The Board approves policies for financial planning, and approves the annual operating and capital budget.
- The Board monitors financial performance against Budget.
- The Board ensures the accuracy of financial information through oversight of management and approval of annual audited financial statements.
- The Board ensures management has put measures in place to ensure the integrity of internal controls.

Risk Identification and Oversight:

- The Board is responsible to be knowledgeable about risks inherent in the organization's operations and ensure that appropriate risk analysis is performed as part of the Board Decision making.
- The Board oversees management's risk management program.
- The Board ensures that appropriate programs and processes are in place to protect against Risk.
- The Board is responsible for identifying unusual risks to the organization and for ensuring that there are plans in place to prevent and manage such risks.

Oversite of Management including Selection, Supervision, and Succession Planning for the Executive Director:

The Board recruits and supervises the Executive Director (ED) by:

- Developing and approving the ED's position description.
- Undertaking an ED recruitment and selection process.
- Reviewing and approving the ED's Annual Performance Goals.
- Reviewing the ED's performance.
- Ensuring succession planning is in place for the ED.

Stakeholder Communication and Accountability:

- The Board identifies the organization's stakeholders and understands stakeholders accountability.
- The Board ensures the organization appropriately communicates with stakeholders in a manner consistent with accountability to stakeholders.
- The Board contributes to the maintenance of strong stakeholder relationships.
- The Board performs advocacy on behalf of the organization with stakeholders where required in support of the Mission, Vision and Values and strategic directions of the Organization.

Governance:

- The Board is responsible for the quality of its own governance.
- The Board establishes governance structures to facilitate the performance of the Board's role and to enhance individual Directors performance.
- The Board is responsible for the recruitment of a skilled, experienced and qualified Board.
- The Board ensures ongoing Board Training and Education.

- The Board assesses and reviews its governance through periodic evaluation of the Board Structure. This includes the Board Recruitment process, and Board composition and size, number of committees and their Terms of Reference, Processes for appointment of Committee Chairs, Processes for appointment of Board Officers and other Governance processes and structure.

Legal Compliance:

The Board ensures that appropriate processes are in place to ensure compliance with legal requirements.

Amendment:

This statement may be amended by the Board.



Board Chair

Reviewed and approved by: Humber River FHT Board - September 17, 2021

History: