

DUTIES AND EXPECTATIONS OF KCCS BOARD & COMMITTEE MEMBERS POLICY

PURPOSE

To make Kerrisdale Community Centre Society (KCCS) Board and community committee members aware of their duties and responsibilities.

CONTEXT

The Kerrisdale Community Centre Society is articulating the behaviors required to create an effective Board of Directors and Board committees and avoid unwitting dereliction of duty.

BOARD DIRECTORS RESPONSIBILITIES

A. Duties of Board Members

1. Duty of Care:

- a. Be aware and respectful of the Society's mission, vision and goals
- b. Have a thorough knowledge of, and abide by, the Society's constitution, bylaws, and policies
- c. Demonstrate respectful, reasonable, prudent, ethical, courteous, professional, and socially acceptable behaviour.
- d. Present the KCCS in a positive way to the staff, community businesses, service suppliers and KCCS patrons.

2. Fiduciary Duty:

- a. To act honestly and in good faith
- b. To accept and support decisions made by the Board or its committees
- c. To act at all times in the best interest of KCCS
- d. To avoid conflict of interest or the appearance of conflict of interest
- e. To promote consulting with appropriate professionals to ensure the Society is protected from avoidable risk
- f. Ensure that the financial structure of KCCS is adequate for its current needs and that plans are in place for its long-range strategy

B. Expectations of Board Members

1. Expectation to be Proactive:

- a. Hold the Society's Executive and other Board committees accountable for their actions and decisions
- b. Recommend changes to the Society's bylaws and policies where such are needed.
- c. Participate in the development and implementation of KCCS's strategic plan.
- d. Review carefully and raise any concerns before approving annual budget.
- e. Make sure that the Board and its committees are adequately and currently informed of any information relevant to their operations and planning of which the member has knowledge.
- f. Recruit potential members for the Board of Directors and board committees.
- g. Advocate for KCCS in the community

2. Expectation to be Informed:

- a. Be knowledgeable and responsible regarding financial statements
- b. Be informed about KCCS's work, financial performance, procedures and the Board's positions
- c. Be knowledgeable about the Society's programs and activities
- d. Be aware of the composition and changing needs of our community
- e. Be knowledgeable about the rules of formal meetings as articulated in the KCCS Meeting Procedures Policy
- f. Be aware of the provisions of the Societies Act of British Columbia

THE KERRISDALE COMMUNITY CENTRE SOCIETY

- g. Be aware of the provisions of the Joint Operating Agreement with the Vancouver Board of Parks and Recreation
3. Expectation to Contribute to Effective Board Functioning
- a. Arrive at Board, committee and any special meetings on time and endeavour to stay until the meeting is adjourned
 - b. Directors must be prepared to sit on at least 2 standing or ad hoc Board committees
 - c. Prepare for meetings by reading the pre-circulated materials; in particular review carefully, policy and other recommendations received from the Board's standing and ad hoc committees, major decisions such as capital expenditures, and significant changes in programs and services
 - d. Bring questions and any relevant material to inform discussion; be sure the implications of any motion are clear to all in attendance
 - e. Be respectful of colleagues and their views; focus on issues rather than personalities
 - f. Lend skills, expertise and talents to further the work of colleagues and Centre staff
 - g. Contribute to the orientation of new Board and committee members about the Centre and the Society; act as a mentor to new members whenever possible.
 - h. Ensure issues and decisions are fully explained so they are understood by all Board and committee members

COMMUNITY COMMITTEE MEMBERS RESPONSIBILITIES

A. Duties of Community Committee Members

- a. Be aware and respectful of the Society's mission, vision and goals
- b. Be aware of the Terms of Reference (TOR) for the committee
- c. Demonstrate respectful, reasonable, prudent, ethical, courteous, professional, and socially acceptable behaviour at meetings and events

B. Expectations of Community Committee Members

- a. Arrives prepared for meetings on time and contributes to discussions and committee goals
- b. Acts honestly and in good faith
- c. Acts in the best interest of KCCS and avoid conflicts of interest
- d. Be respectful of other committee members and their views
- e. Contributes skills, expertise and talent to further the work of the committee

SCOPE AND LIMITES OF THE POLICY

This policy applies to all Directors and members of the Board committees.

RELATED DOCUMENTS

Conflict of Interest Policy (KCCS)

Meeting Procedures Policy (KCCS)

BC Societies Act

Joint Operating Agreement with the Vancouver Board of Parks and Recreation

KCCS Constitution and By-laws