

Board Member Roles & Responsibilities (All Roles)

As a Board member of the Society, I commit to:

- Honor the vision, mission, and values of the Society
- Active participation in the volunteer/board orientation within 60 days of the beginning of my term if I have not previously done so
- Attend all meetings held throughout the year
- Participate in board training events
- Contribute to annual evaluation to explore improved board performance
- Act in the best interest of the Society (see Conflict of Interest Policy)
- Stay informed about current activities of the Society
- Ask questions and request information
- Participate in and take responsibility for making informed decisions on issue policies, and other Board matters
- Work in good faith with staff and other Board members as partners in achievement of our goals
- Respect past decisions of the Society and be open to innovative ideas
- Hold our Society to a high standard of performance and actively help to make this a respected Society in our community
- Understand Board roles and responsibilities and become sufficiently knowledgeable about our organization and its operations to make informed decisions
- Read all materials sent to the Board and come prepared to Board and Committee meetings
- Arrive at meetings on time and stay for the full agenda, unless previously discussed with the Board or Committee Chair
- Ask for clarification on any matters or material not fully understood, before making decisions
- Listen carefully to other board members and staff with an open mind and an objective perspective
- Actively work towards decisions and solutions that are in the organization's best interest and align with its stated mission, vision, and core beliefs
- Respect confidentiality with all Board matters. (see Confidentiality Agreement)
- Complete a volunteer application
- Complete a criminal record check
- Submit written reports to the monthly Board meeting of any activity related to board or committee positions. Any changes to policy must be managed by motion(s) and passed by the Board of Directors before implementation
- Be knowledgeable of the budget process as per the finance policy
- Approve an annual Budget of The Society (TFSFGS')
- Sign the Board of Directors Terms & Conditions Agreement annually
- Sign the Society Confidentiality Agreement

Each Board member is expected to become an active participant in a body that functions effectively as a whole. In addition to fulfilling the duties of Board members, as outlined above, individual members are responsible to exercise due diligence in the performance of their duties. They are responsible to:

- Understand the articles of incorporation and legislation under which the Society exists, its bylaws, and all policies as they pertain to the duties of Board members
- Stay informed about the activities of the Society and its members and be observant about general food banking trends provincially and nationally
- Attend all Board meetings, serve on committees of the Board, and contribute personal and professional experience and skills to the Board
- Exercise the same degree of care, diligence, and skill that a prudent person would show in comparable circumstances
- Offer personal perspectives and opinions on relevant issues subject to Board discussions and decisions
- Voice diverse perspectives during topic discussions and on motion deliberations to ensure the Board is making informed decisions
- Maintain solidarity with fellow directors in support of decisions
- Ask for Board review of a decision if they have reasonable grounds to believe that the Board has acted without full information, or in a manner inconsistent with its fiduciary obligations
- Collaborate with employees of the Society on committees, projects, or task forces of the Board