

CVS POLICY & PROCEDURE MANUAL

Policy Area: Leadership and Governance

Policy # & Policy Name: 2.3 Governance Structure

Group: Board of Directors

Purpose:

To ensure the structure of leadership provides the support and direction needed to guide CVS.

Policy Statement:

The Board of Directors is organized to fulfill its roles and responsibilities efficiently, effectively and in accordance with the constitution, by-laws and Board Governance Policy.

Practice Standards:

1. The Board of Directors of Community Ventures Society is comprised of volunteers, individuals who provide service without remuneration. The Board of Directors is a balance of perspectives that reflect the cultural and socio-economic diversity of the environment within the knowledge, attitudes, skills and experiences required to achieve the organization's vision/ mission, values, organizational ends and strategic goals.
2. The Board of Directors and committees of the Board direct their combined skills to further the mandate of Community Ventures Society by identifying goals and setting subsequent policy to attain those goals.
3. The Board of Directors employs the Executive Director of the Society. The Executive Director is responsible for implementing the policies that the Board endorses. The Board of Directors determines policy direction. The Executive Director and her / his management team are mandated to make operational these policies.
4. The meetings of the Board of Directors are conducted in accordance with Robert's Rules of Order.
5. The structure of the Board of Directors consists of the Board and its Executive Members, sub-committees as required and advisory committees as required.
6. The Board consists of elected members in good standing.
7. Committees may perform the delegated work of the Board within stated terms of reference. This work may include in-depth, task-specific research, analysis, problem-solving and policy.

Best Practices:

The advisory committees will provide advice from independent sources to the Board of Directors as requested on specific issues.

Policy Audit: Board Work Plan - Annually

Date Issued: March 1, 2004

Date Revised: April, 2007

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Position

Responsible: Board of Directors

References: Board Governance Policy Manual

Procedures / Guidelines:

Board of Directors - Officers

The Directors select from among Board members whatever 'officers' they deem necessary to execute the responsibilities of the Board. Currently these offices include: President and Treasurer.

Chair Person: The President provides leadership to the Directors in determining that the Board meet all moral and legal responsibilities. She/he promotes agency activities aimed at achieving its goals.

The President provides leadership in determining or reviewing the purpose and goals of the agency; in determining that measurable organizational objectives, approved by the Board, are established with time limits to their attainment; and in monitoring the progress toward attainment.

She/he appoints, subject to ratification by the Board, standing committee chairpersons and such special committees as may be deemed necessary to expedite the goals of the agency; directs the agency Board in the fulfillment of its stated roles; and presides in regular and special meetings of the Board, committees and Society meetings.

She/he serves as chief volunteer spokesperson to the public in all agency matters; promotes the goals of the agency and interprets these to the community when necessary.

She/he supervises the Executive Director, assuring that the internal operations of the agency are conducted effectively and with maximum efficiency toward achieving its stated objectives; the president supervises standing committee chairpersons to assure that their stated functions are being performed.

The Nominating Committee is appointed by the President.

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Treasurer: The Treasurer ensures that full and accurate accounts are kept.

She/he renders to the Board, at the regular meetings thereof and whenever otherwise required of him/her, an account of all transactions and of the financial position of the Society.

She/he makes recommendations about Society finances.

Terms of office are one year.

It is the duty of all directors to support and enhance the active participation of self-advocate members of the Board.