**ATTACHMENT 1**

**KEY FUNCTIONS OF THE BOARD OF DIRECTORS**

**Function 1: Establish the mission and direction for the NPO**

* Set organizational direction. The Board should consider questions such as: *What are the issues that our NPO must address in order to carry out our mission? Where should we be in a year from now? In 5 years? What are we committed to achieving?*
* Determine mission, vision and values. *(See Strategic Planning chapter)*
* Think strategically, looking at trends and challenges and focusing on organizational strategy and actions.
* Engage in comprehensive strategic planning along with senior staff.(*See Strategic Planning chapter)*

**Function 2: Make sure that the NPO has the necessary human and financial resources**

* Building a competent board. Ensuring that the Board has members with the expertise and energy to effectively lead the NPO.
* Selecting the Executive Director.
* Ensuring adequate financial resources. Working with the executive director and management to diversify and maximize financial resources so that the NPO can meet its goals. Participating directly in fundraising efforts.
* Enhancing the NPO’s public standing. Serving as ambassadors for the NPO in the community.

**Function 3: Provide oversight of the Executive Director, assets, programs and services**

* Support and evaluate the Executive Director
* Providing financial oversight (*See Financial Management chapter)*
  + Ensuring that the NPO has a budget and fundraising program that is linked to its strategic plan.
  + Reviewing and approving the budget
  + Setting financial policies
  + Making sure that the NPO operates in a transparent, accountable manner and that there are regular audits.
  + Reviewing the NPO’s risk management practices (*See Risk Management chapter)*
* Monitor and strengthen programs and services
  + Focus on the outcomes and impacts of programs. Are they achieving what they are supposed to be doing?
* Ensure legal and ethical integrity
  + Assure compliance with all applicable laws
  + Define conflict of interest and other undesirable conduct by board members and staff