

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