

North York Women's Centre (NYWC)
Board of Directors Terms of Reference

Purpose:

The Board of Directors shall provide leadership in the development and implementation of the Vision and Mission of the NYWC and will ensure that the board fulfills its legal, ethical, and functional responsibilities through governance policy development, overseeing committees, supporting programs, monitoring of board activities, and evaluation of board members' performance.

Responsibilities:

Together with other members of the Board, is legally and morally responsible for all activities of the agency. Board members are solely responsible for determining agency policy in the following areas: Human Resources, Planning, Finance, Community Relations and Organizational Operations.

The Board of Directors shall:

- Create, approve and review the policies that govern the organization;
- Ensure the vision and mission of the organization reflect its current values and circumstances;
- Be represented on, monitor the work of and ratify the decisions of the various committees of the NYWC including but not limited to, the Program committee, the Volunteer committee, the Fundraising committee and the Board development and recruitment committee;
- Select, appoint and conduct an annual performance review of the Executive Director, provide ongoing support and feedback and terminate, if necessary;
- Providing orientation and training programs for board members, and evaluating the performance of individual members and the board a whole; and
- Report to the membership, funders and government as required and organizational stewardship, including safeguarding of assets including our reputation and financial viability.

Specific Areas of Responsibility:

Human Resources

1. Board membership (includes recruiting new board members, recognizing and nurturing existing board members and providing existing board members with opportunities to grow and develop as leaders);
2. Executive Director accountability (includes hiring, firing and ongoing evaluation of the Executive Director);
3. Personnel policies (includes providing policy guidance about salaries, benefits and grievance procedures); and
4. Volunteers (includes how they should be used, in what areas and generally how the organization should treat, recognize and celebrate its volunteers).

Planning

1. Setting and reviewing the organization's mission/philosophy and goals;
2. Planning for the organization's future, on a long-and short-range basis, including succession planning for the Board and Executive Director positions;
3. Deciding and planning what services/programs the organization provides; and
4. Evaluating the organization's programs and operations on a regular basis.

Finance

1. Ensuring financial accountability of the organization;
2. Overseeing an ongoing process of budget development, approval and review;
3. Raising funds and/or ensuring that adequate funds are raised to support the organization's policies and programs; and
4. Managing and maintaining properties or investments the organization possesses.

Community Relations

1. Ensuring that the organization's programs and services appropriately address community/client needs;
2. Marketing the organization's services/programs;
3. Ongoing public relations (includes an awareness that board members are always emissaries of the organization in the community); and
4. Cooperative action (includes occasions when the organization could/should take part in coalitions, joint fundraising, etc.).

Organizational Operations

1. Ensuring that the organization's administrative systems are adequate and appropriate;
2. Ensuring that the board's operations are adequate and appropriate;
3. Ensuring that the organizational and legal structure are adequate and appropriate; and
4. Ensuring that the organization and its board members meet all applicable legal requirements.

Director Training and Board Development:

Every Director must participate in volunteer training provided by the corporation, including training on (but not limited to) anti-oppression, anti-racism and feminism. Every Director must participate in at least one training activity per fiscal year to contribute to the development of the corporation's Board of Directors. Training topics and availability will be determined by Board Minimal Director Requirements:

- A demonstrated interest in the agency's service goals
- Specific experience and/or knowledge in at least one area: Human Resources, Planning, Finance, Community Relations or Organizational Operations
- Representative of some aspect or segment of the populations of the community
- A willingness to expand knowledge or board responsibilities through orientation and ongoing education
- A willingness to represent the organization to the community
- Six to ten hours per month distributed as follows:
 - a) 3 - 4 hours board meeting: preparation and attendance
 - b) 2 - 3 hours committee meeting: preparation and attendance
 - c) 1 - 3 hours special requests

Membership:

Membership of the Executive of the Board of Directors will include the duly elected President, Vice President, Secretary and Treasurer. The terms of the Board and executive will follow the conditions outlined in the Organization's By-laws.