

THE SOCIETY OF ST. VINCENT DE PAUL
OF VANCOUVER ISLAND
POLICY MANUAL

Policy Title:

BOARD POLICY - GOVERNANCE

Intent of the Policy:

To ensure Board members are aware of and fulfil their legal and governance responsibilities and duties as directors of the Society.

Policy:

The St. Vincent de Paul Board of Directors maintains accurate and clear descriptions of the board role and duties as a whole, and the responsibilities of Directors and each Officer position. The Board self-monitors and supports each member to fulfil these roles, responsibilities and duties.

Board members are committed to the mission, vision and values of SVDP, and are prepared to devote time and energy to their role as a Board member. They are committed to competent and collective decision making.

Procedure:

1. Board Members:

- Act honestly and in good faith and in the best interest of the Society.
- Exercise the care, diligence and skill of a reasonably prudent person.
- Disclose any direct or indirect conflict of interest in the affairs of the Society of St. Vincent de Paul.

2. The Board as a whole:

- Develops and revises Board policy, which sets the strategic direction and goals for SVDP, and the parameters within which the Executive Director operates.
- Upholds and safeguards SVDP mission, vision and values, and leads the membership through a process to review and reaffirm/revise them as required.
- Upholds the constitution and By-laws and ensures compliance with applicable laws and regulations.
- Safeguards the financial viability of St. Vincent de Paul.
- Recruits, supervises, supports and evaluates the Executive Director.
- Provides significant and sufficient policy direction to guide the Executive Director in the management of SVDP operations.
- Provides the Executive Director with sufficient resources to carry out the goals and policy set by the Board.
- Holds the Executive Director accountable for upholding the

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mission and values, and carrying out the goals.

- Undertakes strategic planning.
 - Communicates with the membership and the community at large, and consults with them on matters of particular importance.
3. Follow the attached written role descriptions for Board members and Officers.
 4. Review these responsibilities annually with Directors and update as needed.

References:

- SVDP Constitution and By-laws
- Society Act
- CARF Accreditation Standards – Leadership
- Board Member/Officer Role Descriptions (attached)

Audit:

- Executive Director Report
- Board Committee Report
- Financial Report

Passed by Board:
September 18th, 2006