

COMMUNITY LIVING BRANT

FIDUCIARY RESPONSIBILITIES

Board of Directors (Board) and Committee members of Not-For-Profit Organizations assume significant responsibilities when they assume these roles. Although a Management Structure may be put in place, it is the Board who is ultimately accountable for the organization.

The term "fiduciary responsibility" refers to being entrusted by the public to oversee the resources of the organization and to ensure that they are being used for their intended purposes. This is done through building governance and accountability capacity within the organization.

A key element in this is Conflict of Interest. Board or Committee members must not put themselves in a position where their interest and duty conflict. The interest of the organization must take preference.

The Board has four key responsibilities:

LEGAL & COMPLIANCE RESPONSIBILITIES:

- All applicable legislation is being adhered to
- Agency and Board is insured
- Conflict of Interest Policy
- Confidentiality Policy
- Policies and Procedures are in place to support the ability to govern
- Regular assessment of the Board's performance

STRATEGIC PLANNING:

- The plan should meet stakeholder needs present and future (in keeping with the intended purpose of the organization)
- It focuses the resources of the agency over a defined period of time
- The plan sets goals for which performance can be measured

ACCOUNTABILITY AND TRANSPARENCY:

- The Board and its members have the responsibility to justify decisions made, activities performed, and funds spent to their stakeholders

and the public at large. Transparency must also be demonstrated, i.e. ensuring decisions and practices are ethical and that control of the Agency's resources is in capable hands. The Board must ensure accountability in the following:

- Strategic Plan—must be monitored and variances explained
- Funding—i.e. fulfillment of MCCSS/City of Brantford Service Contract, Canada Revenue requirements
- Quality of Service—system in place to monitor quality assurance
- Communication—between the Board and the Executive Director, the Board and its funders, the Board and its employees, and the Board and its stakeholders

PERFORMANCE MEASURES:

- Goals and standards with which to evaluate the organization's performance are in place. This can include the Strategic Plan, Financial Budgets, MCCSS/City of Brantford Service Plan, and/or job descriptions. Results are reported on a regular basis to Committees and the Board.
- A key performance measure is the Annual Audit. The Auditor will report their findings directly to the Board through the Management Letter.

By ensuring that the necessary policies and processes are in place, the Board can consistently attend to its responsibilities over the long term.

Revised February 2024