

POLICY MANUAL: FOUNDATION - GOVERNANCE		POLICY: NEW
Heading: Niagara Peninsula Conservation Foundation	Subject: Role of Officers	Page: 1 of 1
		Date Approved: December 14th, 2018
		Replaces: N/A
APPROVAL: _____		DATE TO BE REVIEWED: EVERY FOUR YEARS

The officers act together as the Executive Committee. They have the authority to act on behalf of the board only on matters that do not impact the financial viability of the Foundation. All decisions made on behalf of the board must be ratified at the next board meeting. All decisions of the Executive Committee must be in accordance with the foundation's policies. Decisions can only be made with a quorum of 50% plus one.

Board Chair

The board chair:

- Is the spokesperson for the Foundation, consistent with board policy and direction of the foundation
- Chairs all board meetings and Executive Committee meetings
- Manages the activities of the board and ensures that the board follows the organization's policies and those imposed by statute or regulation
- Ensures that the board meetings are conducted efficiently and effectively
- Ensures that the board has the information and opportunity necessary to come to decisions on matters within its purview
- Sets the agenda in consultation with the staff and other board members, where appropriate
- Establishes the schedule for meetings, one year in advance, at a regular location and time
- Ensures that items upon which discussion is deferred, are revisited within the appropriate time period
- Ensures that a volunteer recruitment and recognition program is developed and implemented

Vice Chair

The Vice Chair assumes the duties of the Chair during his/her absence and will perform other duties prescribed from time to time by the board.

Past Chair

The Past Chair will chair the Nominating Committee and will perform other duties prescribed from time to time by the board.

Secretary

The Secretary ensures that minutes of meeting of the board and members are accurately kept and filed in accordance with statute or regulation and will perform other duties prescribed from time to time by the board. The Secretary is also responsible to ensuring that changes in board are reported to the provincial Office of the Public Guardian and Trustee, Industry Canada or comparable provincial or national office.

Treasurer

The Treasurer chairs the Finance Committee and:

- Ensures that the financial records are updated and maintained
- Ensures the preparation of monthly financial statements
- Ensures timely banking and payment of government remittances
- Ensures the preparation and monitoring of the annual budget
- Ensures the financial statements are monitored to budget and presented to the board on a quarterly basis
- Ensures that there is an annual financial review by an accounting professional of the foundation's financial statements, in accordance with an acceptable accounting framework as identified by Chartered Professional Accountants Canada (CPA Canada), within 120 days of the fiscal year end
- Ensures that the annual T3010 is submitted to the Charities Directorate of the Canada Revenue Agency within six months of the fiscal year end

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- Presents the annual financial statements to the membership within 6 months of year end and ensuring that the financial statements are publicly available