

BOARD POLICY - Governance Process

Board Job Description

Policy No. 100.2.2

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- 1 Each board member will report to the board president.
- 2 The board of directors will be a link between the organization and the persons served that benefit from services provided. The duties of each board member will be to:
 - 2.1 Attend all board meetings.
 - 2.2 Read materials pertaining to the board meeting prior to the meeting date.
 - 2.3 Be knowledgeable and supportive of the services provided by OPTIONS, particularly the organizational outcomes.
 - 2.4 Be knowledgeable of the bylaws of OPTIONS.
 - 2.5 Be aware of the needs of persons with disabilities living in the communities where OPTIONS provides services.
 - 2.6 Be aware and supportive of fund-raising and public relation events that benefit OPTIONS.
 - 2.7 Be open to the perspectives of others.
 - 2.8 Make decisions as a whole rather than as individuals' which tends to emphasize personal interests at the cost of the organization.
- 3 The role of the board president will be:
 - 3.1 To ensure the integrity and fulfillment of the board's process.
 - 3.2 To occasionally represent OPTIONS to outside parties.
 - 3.3 To help develop the board agenda for each board meeting.
 - 3.4 To run board meetings succinctly as per the developed agenda.
- 4 Each board member will commit himself/herself to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as a representative of the board.
- 5 The board of directors will produce written governing policies that address the following:

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- 5.1 Executive Limitations: Constraints on executive authority that establish the prudent and ethical boundaries within which all executive activity and decisions must take place.
 - 5.2 Governance Process: Specification of how the board conceives, carries out and monitors its own tasks.
 - 5.3 Board-CEO Linkage: Monitoring of the CEO's authority and accountability. See policy 100.3.1 Board/CEO relationship.
- 6 Board members may be called upon to render an opinion on a grievance. All such grievances will be brought to the board members by the CEO and strictly follow the board grievance procedure. See policy 100.1.5.
- 7 In carrying out duties as a board member, all information provided regarding either individuals receiving services, or the organization as a whole, shall be maintained in a confidential manner.

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