



Policy Section 2: BOARD STRUCTURE AND RESPONSIBILITIES

Policy: General Duties of the Board of Directors

Policy # 2.1

Approval: September 2011

1. Purpose:

To describe the general duties of The Flower Cart Group Board of Directors

2. Definitions:

3. Detailed Policy Statement:

3.1 The Flower Cart Group Board of Directors will maintain a list of the General Duties of the Board of Directors and ensure that each Board member receives a copy.

3.2 Directors will be briefed annually on the General Duties of the Board of Directors as part of the ongoing Board education program.

3.3 The Board Executive is responsible to ensure the General Duties of the Board of Directors are communicated and carried out.

4. Implementation:

4.1 The General Duties of the Board of Directors are as follows:

4.1.1 establish, review and if necessary, amend the vision and mission of The Flower Cart Group,

4.1.2 establish, implement and monitor strategic objectives for The Flower Cart Group,

4.1.3 monitor and ensure regular evaluation of The Flower Cart Group's progress toward achieving its objectives,

4.1.4 create and maintain the Executive Director's job description,

4.1.5 provide the necessary direction, support and resources to the Executive Director to allow him/her to carry out his/her duties including the creation of an annual operating plan,

4.1.6 monitor and assess operational plans as required,

4.1.7 periodically review the Board's structure,

4.1.8 establish committees in support of the Board's activities and objectives,

- 4.1.9 develop terms of reference for the Board Officers (Chair, Vice-Chair, Secretary and Treasurer), Directors and Committees,
- 4.1.10 provide new Board members with an orientation to The Flower Cart Group and Board duties,
- 4.1.11 ensure an effective succession plan is in place for key positions of the Board,
- 4.1.12 regularly carry out an assessment of the Board's performance,
- 4.1.13 develop by-laws and amend, as required,
- 4.1.14 develop, amend and ensure implementation of Board policies,
- 4.1.15 ensure policies and procedures are in place to minimize and manage risks to the organization and Board,
- 4.1.16 oversee the financial affairs of The Flower Cart Group according to established fiduciary practices,
- 4.1.17 ensure the fiscal viability of The Flower Cart Group including remission of taxes, creation and monitoring of funds, safeguarding property and other assets,
- 4.1.18 approve and monitor the annual operating budget,
- 4.1.19 consider and if warranted, approve expenditures outside the approved budget,
- 4.1.20 consider and if warranted, approve expenditures outside the Executive Director's spending authority,
- 4.1.21 ensure an annual, external audit or financial review is carried out,
- 4.1.22 hire, compensate and evaluate the Executive Director,
- 4.1.23 if necessary, terminate the Executive Director,
- 4.1.24 Support The Flower Cart Group's participation in Directions Counsel of Nova Scotia,
- 4.1.25 remain informed on community issues relevant to The Flower Cart Group,
- 4.1.26 demonstrate accountability to society members, government funding departments and those who donate to The Flower Cart Group, and
- 4.1.27 ensure The Flower Cart Group's compliance with all statutes applicable to non-profit organizations in the Province of Nova Scotia and Canada.

5 **Applicability:** Board of Directors

6 **Policy Authority:** Board of Directors

7 **Associated Policies, Procedures and Documents**

Policy 1.1 – Statement of Governance Style
Policy 3.3 – Board – Executive Director Relationship
The Flower Cart Group Risk Management Plan
Executive Director Hiring Procedures

8 **Record of Amendments**

<u>Revision #</u>	<u>Summary of Revision</u>	<u>Date Approved</u>
1.		September 2011
2.	Reformat and Updated	28 March 2017