



Policy Section 2: BOARD STRUCTURE AND RESPONSIBILITIES

Policy #: 2.1

Policy: General Duties of the Board of Directors

Revision: Rev 3

Approval: August 10, 2022

1. Purpose:

- 1.1 To describe the general duties of The Flower Cart Board of Directors.

2. Definitions:

3. Detailed Policy Statement:

- 3.1 The Flower Cart Board of Directors will maintain a list of the General Duties of the Board of Directors and ensure that each Director 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 Officers of the Board are 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,
 - 4.1.2 establish, implement, and monitor strategic objectives for The Flower Cart,
 - 4.1.3 monitor and ensure regular evaluation of The Flower Cart's progress toward achieving its objectives,
 - 4.1.4 create and maintain the Chief Executive Officer's job description,

- 4.1.5 provide the necessary direction, support, and resources to the Chief Executive Officer to allow them to carry out their 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 Officers of the Board (Chairperson, Vice-Chairperson, Secretary and Treasurer), Directors and Committees,
- 4.1.10 provide new Directors with an orientation to The Flower Cart 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 according to established fiduciary practices,
- 4.1.17 ensure the fiscal viability of The Flower Cart 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 Chief Executive Officer'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 Chief Executive Officer,
- 4.1.23 if necessary, terminate the Chief Executive Officer,

- 4.1.24 support The Flower Cart's participation in Directions Counsel of Nova Scotia,
- 4.1.25 remain informed on community issues relevant to The Flower Cart,
- 4.1.26 demonstrate accountability to society members, government funding departments and those who donate to The Flower Cart, and
- 4.1.27 ensure The Flower Cart's compliance with all statutes applicable to non-profit organizations in the Province of Nova Scotia and Canada.

5. Applicability:

- 5.1 Board of Directors

6. Policy Authority:

- 6.1 Board of Directors

7. Related Policies, Procedures and Documents:

- 7.1 Policy 1.1 – Statement of Governance Style
- 7.2 Policy 1.5 – Board Self Evaluation Policy
- 7.3 Policy 1.6 – Risk Management Policy
- 7.4 Policy 2.5 – Social Media
- 7.5 Policy 2.6 – Committees of the Board of Directors
- 7.6 Policy 2.7 – Job Descriptions for Officers of the Board
- 7.7 Policy 3.1 – Board of Directors – Chief Executive Officer Relationship
- 7.8 Policy 3.3 – Chief Executive Officer Succession Plan
- 7.9 Policy 3.3.1 – Procedure for Hiring the Chief Executive Officer
- 7.10 Chief Executive Officer APAD (blank)
- 7.11 Board Calendar
- 7.12 Board Succession Chart
- 7.13 By-Laws of The Flower Cart
- 7.14 Chief Executive Officer Job Description

7.15 Strategic Plan

7.16 The Flower Cart Risk Management Plan

8. Record of Amendments:

| Revision # | Summary of Revision | Date Approved |
|-------------------|---|----------------------|
| Rev 0 | Original Issue | September 27, 2011 |
| Rev 1 | Reformatted and Updated | March 28, 2017 |
| Rev 2 | Reviewed and Updated | July 07, 2021 |
| Rev 3 | Changed Executive Director to Chief Executive Officer | August 10, 2022 |
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