



CANADIAN NETWORK *for*
the PREVENTION of ELDER ABUSE

BOARD ROLES AND RESPONSIBILITIES POLICY

1. Purpose

1.1 Of CNPEA

We advance knowledge about elder abuse through training and distribution of educational materials to the public, older adults and professionals.

1.2 Of This Policy

This policy is being created to clarify roles and ensure that Board members are aware of the expectations and commitments tied to their role on the Board.

2. Scope - This policy applies to all Board members. It doesn't apply to staff or CNPEA members who have roles on subcommittees but are not on the Board.

3. Policy Statement - It is necessary for a healthy and effective Board to have clear guidelines on the roles and responsibilities for Board members.

4. Roles or Responsibilities - The following are the approved roles and responsibilities for all Board members and their designated positions

4.1 Executive Officers

The executive officers of the Board shall be a chair of the Board, vice chair, secretary, treasurer, and any such other officers that the Board of Directors may determine according to the by-laws. Any two offices may be held by the same person.

Officers shall be appointed by resolution of the Board of Directors, at the first meeting of the Board of Directors following the Annual General Meeting of members.

The officers shall hold office for the full duration of their term, from the date of appointment or election or until their successors are elected or appointed in their stead. Officers shall be subject to removal by resolution of the Board of Directors at any time.

4.1.1 Chair

- preside at all meetings of the Board of Directors when present

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Located in Policy Committee Folder - CNPEA Google Drive

- establish the agendas in consultation with staff
- report at the Annual General Meeting of the Board on the operations and plans of the organization
- can call a special meeting (in collaboration with other officers)
- are involved in the orientation of new Board members
- may be called upon to represent CNPEA for media requests
- regularly communicate with the committee chairs
- can participate in any committee meetings
- have co-signing privileges for official CNPEA documents
- are the official Board liaison for external requests (e.g. presentations, letters of support, questions about CNPEA, media requests); chair/co-chair can delegate to other members of the Executive or Board as required
- Mentorship of successor (see Executive Succession Policy for details)
- perform other duties as determined by the Board

4.1.2 Vice Chair

- preside at all meetings of the Board of Directors when chair not available
- assist chair with establishing the agendas as needed (in consultation with staff)
- can call a special meeting (in collaboration with other officers)
- are involved in the orientation of new Board members
- may be called upon to represent CNPEA for media requests
- can participate in any committee meetings
- have co-signing privileges for official CNPEA documents
- Mentorship of successor (see Executive Succession Policy for details)
- perform other duties as determined by the Board

4.1.3 Treasurer

The treasurer ensures that the organization is following appropriate financial policies and that qualified staff or consultants assume relevant and accurate financial reporting and control functions. The treasurer understands regulatory and legal requirements for financial accounting and standards of practice for nonprofit organizations. This includes, but is not limited to, the oversight and responsibility (either solely or jointly) of:

- The organization's treasury and financial position
- The reporting of the organization's past or planned financial activities
- The administration and compliance of the organization's external reporting obligations
- Contributing to grant applications as needed, at the request of the Sustainability Committee
- Mentorship of successor (see Executive Succession Policy for details)
- Performing other such duties from time to time as requested by the Board of directors

In consultation with the Executive Director and the Executive Team, the Treasurer is

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responsible for providing a detailed account of the record-keeping process of the Network's financials, budgets, including the different organizations involved in that process (the where, what and who - bank information, name of auditor, etc.) as well as identifying what documents are kept in hard copies and in electronic copies and their location (with justification).

4.1.4 Secretary

- attends all Board meetings, including occasional executive committee meetings
- records all votes and minutes of all monthly Board meetings as well as the Annual General Meeting
- uploads the approved minutes in PDF format in the Minutes Folder in the Google Drive in a timely fashion.
- performs such other duties as may be prescribed by the Board of Directors or chair, under whose oversight the secretary shall be.
- maintains a Board attendance spreadsheet
- has co-signing privileges for official CNPEA documents
- Mentorship of successor (see Executive Succession Policy for details)

4.2 Board members / Directors of the Board

- Must be aware of and align with CNPEA's mission and values
- Attend monthly Board meetings and the Annual General Meeting virtually
- Come prepared for meetings by reading the Board package that is sent in advance and by actively participating in the discussions and deliberations of the Board of Directors
- Participate in at least one committee and/or Chair a committee as the need arises
- Be informed about and support CNPEA's work and initiatives
- Participate in identifying resources to populate the Hub
- Be aware of and abstain from any conflict of interest
- Assist with recruitment of Board members and volunteers as needed
- Promote CNPEA whenever possible through networking opportunities (events, conferences, social media etc.) and when asked to officially represent CNPEA at special events
- Foster positive working relationships with other Board members, staff, stakeholders, funders, and donors.

A Board member may be removed if attendance falls below 70% of regular monthly meetings within a one year period, beginning with the first Board meeting after the AGM, subject to the discretion of the Board, with consideration given to the reason(s) for the absence.

Board members may also be asked to resign for not fulfilling their duties and responsibilities as a Board member.

Any member may be removed by the Board by the affirmative vote of two-thirds (2/3) of the entire Board for actions detrimental or that may result in any discredit of the Board.

Board members may submit resignations at any time by giving written notice to the Chairperson(s). The acceptance of such resignation shall not be necessary to make it effective.

4.3 Committee Chairs

Each Chair of a committee has a number of responsibilities that will allow the committee to run effectively, efficiently and ensure that the work the committee is doing is in line with CNPEA's Mission and Mandate.

- Serves as the principal liaison between the Committee and the Board of Directors
- Runs the committee meetings and guides the work of the for Committee
- Works closely with staff to:
 - set an agenda for each committee meeting
 - ensure that the committee's actions are documented appropriately
 - ensure that relevant documents are accessible to committee members
 - report verbally on Committee activities and recommendations at Board meetings and in writing for the Annual Report.
- The Chair must bring forth a motion to the Board of Directors if:
 - the Committee has made a decision that involves expenditures that are not already included in the budget
 - there is a change to the Committee's mandate or procedures
- Reviews the composition, the objectives and mandate of the committee after each AGM and as needed.

5. Policy Procedures

Yearly review of the roles, objectives, and mandates of the Board and the Committees after the AGM. This process will be discussed during the first meeting of the new Board following the AGM. The co Chairs will distribute the Board member commitment form to be signed and submitted by each new Board member.

6. Implementation and updating of the policy - Policy Committee

7. Date approved by Board -

27/06/2019

By email vote: majority approval (8 in favour, 3 no response, 4 abstained from vote as part of the Policy Committee)

8. Date modified – May 12, 2021, November 2021 (updated to align with new Executive Succession Policy)

9. Date of review – Annually – Changes are not expected each year, but a check that the policy is still valid and being followed. Next review date: November 2022.

10. Appendices –

Board member commitment form

Conflict of Interest

Financial Policy (TBD)