



1.0 Board Terms of Reference

Mandate:

- To fulfill the legal requirements and obligations of a Director and to govern the Whistler Community Services Society (WCSS) according to bylaws and policy through leadership and oversight
- Oversee all aspects of WCSS, including overseeing its operations and holding management accountable for delivering on the mission of WCSS
- Make decisions based on the best interests of WCSS, considering the impact of staff, clients, volunteers and other stakeholders

Structure:

- Executive Officers included in succession plan – Chair; Vice-Chair; Treasurer
- Executive Officers not included in succession plan – Secretary
- Minimum 10 to maximum 13 Directors
- RMOV appointed Directors – two – voting
- All elected Directors are voting

Appointment and Duration:

- Directors must be members of the WCSS
- Directors are elected for a 2-year term by the membership at the annual general meeting
- Directors may succeed their term for 3 more terms (total 8 years)
- The Board executive is elected for a 1-year term annually by the Board
- Refer to bylaws for additional clarification

Reporting:

- The Board of Directors reports to the membership, staff and public at the annual general meeting

Board Responsibilities:

- Set the strategic direction and approves the strategic plan
 - Monitor achievement of the strategic goals
- Oversee the financial affairs of the organization
 - Review statutory remittances
 - Appoint the auditor
 - Approve the annual budget
- Monitor organizational performance (overseeing the conduct of the business of WCSS)
- Receive the annual communication plan
- Oversee risk management
- Develop the Board's governance framework and processes and manage Board dynamics
 - Review bylaws annually, ensuring any amendments follow the Act under which the WCSS is filed
 - Set Board policy and review on an annual basis as needed, ensuring they reflect governance best practices
 - Establish an annual Board evaluation process
- Select, supervise, evaluate and compensate the Executive Director





- Oversight role
 - Assess the past
 - Review and evaluate the audited financial statements, service quality and quantity measures and the health, retention and development of staff
 - Assess the present
 - Review budget and whether service objectives are being met
 - Assess the future
 - Recognize and analyze changes in the WCSS environment to determine short and long-term implications for its services, its finances and its capacity and capabilities

Director Responsibilities

- Commitment to the work of the WCSS
- Attend Board governance training and have a working knowledge and skill in one or more areas of Board governance
- Participate on at least one committee or task force per year
- Attend Board meetings and committee meetings
- Participate in Board and Director evaluations
- Participate in the annual strategic plan review
- Attend the annual general meeting
- Be informed of the services provided by the WCSS and publicly support them
- Be aware of and abstain from any conflict of interest
- Prepare for and participate in the discussions and deliberations of the Board
- Refer to Board policy manual for further information
- Commit 5-10 hours per month to Board/committee work

Timelines:

- See Board calendar

Meeting Dates:

- 4:00 p.m. on the last Wednesday of the following month except for December

