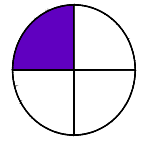


Board of Directors Policy



Policy Type: Governance Process

Policy #: GP11

Policy Name: Investment in Governance

Page #: 1 of 3

Creation Date: March 17, 2003

Effective Date: March 20, 2017

Monitoring: January 2018

Because poor governance costs more than learning to govern well, the Board will invest in its governance capacity.

1. Candidates for Board membership shall be provided with information that clearly outlines the role of the Board, the necessary qualifications and the Board's expectations of Board members.
2. The Board recognizes the continual updating of skills and awareness of new issues are vital to a member's contribution to the Board. Therefore, it is expected that:
 - 2.1. New Board members shall receive a complete orientation prior to the second meeting after election, to ensure familiarity with Thunder Bay Counselling issues, the organization's structure, and the Board's process of governance.
 - 2.2. The orientation process will include, at minimum, a review of the following components:
 - Mission, vision and values
 - Approach to governance, including roles and responsibilities of members of the governing body and Executive Director
 - Policies related to Code of Conduct, liability, confidentiality, commitment and attendance, duties and responsibilities
 - By Laws
 - Governance Policies and Procedures
 - Board Planning Documents including Strategic direction
 - Programs and Services
 - Funding, fundraising, finances and fiscal responsibility
 - 2.3. Board members shall have ongoing opportunity for continued training and education to enhance their governance abilities.
 - 2.3.1 This may include the following areas but is not limited to:
 - Governance
 - Government policies and priorities
 - Funder Relationships
 - Risk Management and Quality Assurance
 - Current community issues, trends and priorities
 - Other areas identified by the Board or through evaluation processes

2.3.2 Director representation on behalf of the Board at meetings or conferences will be determined by the Board and take into consideration:

- The purpose of the conference/meeting and who can best represent the Board
- The needs of the Board and/or organization
- The Board's budget

2.3.3 Directors who attend training, conferences and meetings are expected to report to the Board on such activities.

3. Outside monitoring assistance will be arranged so that the Board can exercise sufficient control over organizational performance. This includes, but is not limited to fiscal audit and accreditation.

4. The Board will establish and be accountable for an annual budget for its own governance functions, which shall include, in addition to the costs of Board and Board Committee Meetings, funds for:

4.1. Board Members attendance at conferences and conventions.

4.2. Improvement of its governance function.

4.3. Costs of fiscal audit and any other outside monitoring assistance required.

4.4. Costs of methods such as focus groups and surveys to ensure the Board's ability to listen to owner viewpoints and values.

5. The Board will establish governance process policies and a governance action plan which will serve as measurable standards against which the Board's performance can be evaluated.

5.1. Under the leadership of the Chair, at least annually the Board will conduct a self-evaluation. As a result of this evaluation, the Board will include in its governance action plan specific goals and objectives for improvement of identified areas.

The Board will monitor its adherence to its own Governance Process policies regularly. Upon the choice of the Board, any policy can be monitored at any time. However, at minimum, the Board will both review the policies, and monitor its own adherence to them, according to the Policy Monitoring Schedule.

Board Met Expectations as evidenced by:

-Candidates for the Board members are provided all relevant information prior to acceptance of the nomination. All Board members are provided an opportunity for training and education opportunities to enhance governance capabilities. This includes a governance training session offered annually and other such opportunities as the Family Service Ontario annual conference, and Board to Board education session. At any time, we can ask for additional information/education from various sources including, but not limited to, leadership team, community members and funders. Outside monitoring is completed annually including a annual fiscal audit. The Board is allotted an annual budget line for its governance functions. This budget line can be allocated for training that the Board deems appropriate. The Board is guided by governance process policies and a governance action plan and monitors its policies according to a policy monitoring schedule. The Board conducts Board-evaluations each meeting and develops specific goals and objectives for improvements when deemed necessary.

Board Did Not Meet Expectations as evidenced by:

N/A

Is the policy still current and relevant?

YES

Recommendation about whether the Policy should be revised. (Explain):

Respectfully submitted by:
Darcy McWhirter, January 9, 2018