

RECOMMENDED BOARD MANUAL TABLE OF CONTENTS

INTRODUCTION TO MANUAL

- 1.0 OVERVIEW OF ORGANIZATION**
 - 1.1 VISION, MISSION AND VALUES
 - 1.2 HISTORY
 - 1.3 OVERVIEW OF PROGRAMS AND SERVICES
 - 1.4 STRATEGIC PRIORITIES

- 2.0 LEGAL STRUCTURE**
 - 2.1 CERTIFICATE OF INCORPORATION (current)
 - 2.2 CHARITABLE REGISTRATION (current)
 - 2.3 BY-LAWS

- 3.0 BOARD STRUCTURE AND COMPOSITION**
 - 3.1 BOARD STRUCTURE
 - 3.2 BOARD TERMS OF REFERENCE
 - 3.3 BOARD OF DIRECTORS 2013
 - 3.4 COMMITTEE MEMBERSHIP
 - 3.5 ANNUAL BOARD CALENDAR

- 4.0 CONSENT TO ACT AS DIRECTOR**

- 5.0 DIRECTOR AND OFFICER POSITION DESCRIPTIONS**
 - 5.1 DIRECTOR POSITION DESCRIPTION
 - 5.2 CHAIR POSITION DESCRIPTION
 - 5.3 VICE-CHAIR POSITION DESCRIPTION
 - 5.4 TREASURER POSITION DESCRIPTION
 - 5.5 SECRETARY POSITION DESCRIPTION
 - 5.6 PAST-CHAIR POSITION DESCRIPTION

- 6.0 BOARD POLICIES**
 - 6.1 CODE OF CONDUCT
 - 6.2 CONFLICT OF INTEREST
 - 6.3 BOARD LIABILITY
 - 6.4 RISK MANAGEMENT
 - 6.5 BOARD MEETINGS
 - 6.6 BOARD RECRUITMENT
 - 6.7 COMMUNICATIONS
 - 6.8 AUTHORITY OF THE ED
 - 6.9 ED PERFORMANCE REVIEW
 - 6.10 RESPECTFUL WORKPLACE
 - 6.11 PRIVACY

- 7.0 BOARD COMMITTEES**
 - 7.1 BOARD DEVELOPMENT COMMITTEE
 - 7.2 AUDIT AND FINANCE COMMITTEE
 - 7.3 STRATEGIC PLANNING COMMITTEE
 - 7.4 ED REVIEW COMMITTEE

8.0 FINANCES

- 8.1 CURRENT BUDGET
- 8.2 SIGNING AUTHORITIES
- 8.3 AUDITED FINANCIAL STATEMENTS
- 8.4 DIRECTORS AND OFFICERS INSURANCE POLICY

9.0 ED POSITION DESCRIPTION

10.0 REFERENCE DOCUMENTS

- 10.1 ORGANIZATIONAL CHART
- 10.2 MINUTES OF BOARD MEETINGS (last 3 months)
- 10.3 BOARD AND COMMITTEE CONTACT LIST
- 10.4 STRATEGIC PLAN
- 10.5 ANNUAL REPORT
- 10.6 BOARD SKILLS MATRIX
- 10.7 BOARD SELF-EVALUATION TOOL