

<b>LANARK COUNTY COMMUNITY JUSTICE PROGRAM</b>	<b>POLICIES &amp; PROCEDURES</b>
SECTION: Governance	DATE: May 15, 2014
SUBJECT: Board of Director Responsibilities	HISTORY: New policy

**Policy:** The Board of Directors of LCCJP has the following responsibilities:

- 1. Organizational Identity and Planning**
  - a. Set the organization’s mission, vision and values.
  - b. Set high-level, multi-year goals, in collaboration with the Executive Director, staff, volunteers and others.
  - c. Ensure the organization has policies to guide its operations.
  - d. Track organizational progress in relation to the above.
- 2. Select, Support and Provide Oversight to the Executive Director**
  - a. Define the role of the Executive Director, recruit the best candidate for this position and if necessary terminate this person’s employment.
  - b. Provide the moral and professional support needed by the Executive Director to further the goals of the organization.
  - c. Delegate to the Executive Director authority to manage the operations of the organization.
  - d. Periodically evaluate the Executive Director’s performance.
- 3. Ensure Adequate Resources**
  - a. Ensure the organization has adequate resources to carry out its mission.
  - b. Work in partnership with the staff to raise funds.
- 4. Oversight and Accountability**
  - a. Ensure the organization complies with its commitments to funders and others.
  - b. Ensure the organization has an annual budget and that it operates within it.
  - c. Ensure compliance with legal and other requirements.
- 5. Advocacy**
  - a. Speak for the organization, for restorative justice, and for the community as needed.
- 6. Serve as highest decision maker**
  - a. Within the complaints process, serve as final decision-maker in human resource matters.
- 7. Governance and Board Health**
  - a. Hold board and members’ meetings in accordance with the by-law.
  - b. Support board recruitment, continuity, performance, learning and anything else required for the board to carry out its duties.