

MEDICINE HAT & DISTRICT HEALTH FOUNDATION

Policy and Procedure Manual	Title: Board Responsibilities	
	Section: Board of Directors	Reference Number: I.2018.001

Responsibilities

- Approve the organization’s mission and review management’s performance in achieving it.
- Annually assess the ever-changing environment and approve the organization’s strategy to be responsive.
- Annually review and approve the organization’s funding plans.
- Review and approve the annual financial goals.
- Annually review and approve the organization’s budget.
- Approve major policies.

Organization

- Elect, monitor, appraise, advise, support, reward, and, if deemed necessary or desirable, change top management. Regularly discuss with the Executive Director matters that are of concern to that person or to the Board.
- Annually approve the performance review of the Executive Director and establish compensation based on recommendations of the Executive Committee and Board Chair.
- Ensure that management succession is properly planned.
- Ensure that the organizational strength and employee base can substantiate long-range goals.
- Approve appropriate compensation and benefit policies.
- Propose a slate of prospective Directors to Members and fill vacancies as needed.
- Determine eligibility for and appoint Members to Board Committees in response to recommendations of the Executive Committee.
- Annually review the performance of the Board (including its composition, organization, and responsibilities) and take steps to improve its performance.

Operations

- Review results achieved by management as compared with the organization’s mission and annual and long-range goals.
- Be certain that the financial structure of the organization will adequately support its current needs and long-range strategy.
- Provide candid and constructive advice and comments.
- Approve major actions of the organization such as capital expenditures on all projects over authorized limits and major changes in programs and services.

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Audit

- Ensure that the Board and its Committees are adequately informed of the financial condition of the organization and its operations through reports or any appropriate method.
- Ensure that published reports properly reflect the operating results and financial condition of the organization.
- Ensure that management has established appropriate policies to define and identify conflicts of interest throughout the organization and is diligent in its administration and enforcement of those policies.
- Appoint independent auditors subject to approval by Board Members.
- Review compliance with relevant material laws affecting the organization and its programs and operations.

Signatures/Approvals:

<u>Brent Fisher</u>	<u>Board Chair</u>	<u>November 2018</u>
Name	Title	Date
<u>Heather Bach</u>	<u>Executive Director</u>	<u>November 2018</u>
Name	Title	Date