

WELCOME TO THE BRITANNIA BOARD OF MANAGEMENT



As a successful candidate for the Britannia Board of Management you have committed your time, energy and expertise to the governance of the Britannia Community Services Centre.

The attached Board Manual contains much information which you will find helpful in carrying out your new role as a Board member.

In this role you have committed to carry out the Object of the Britannia Community Services Society as set out in Article II of the Constitution and further clarified in Britannia's Mission statement, and to work towards the realization of the Board goals (refer tabs 1.A.)

You have accepted responsibilities as set out in Article 3 of the By-Laws of the Society and further clarified in Board Guidelines (refer to section 1A and 2C). These include fiduciary, ethical and legal responsibilities to the Board and the community. You are expected to fulfill your role in a manner that is principled and in keeping with the aims and purpose of the Britannia Community Services Society.

There are two major types of Boards in the non profit field: Policy and Hands-On Co-operative. The Britannia Board is oriented towards being a policy type board which focuses on the broader policy, planning and programming issues. It is supported by working/administrative type committees with clear mandates to which it delegates development, implementation and assessment responsibilities. Ultimately, all Committees report to and make recommendations to the Board of Management.

A comprehensive Code of Conduct/Ethics has been adopted for Board members (refer to section 2 tab C and section 6 tab A conflict of interest in the Manual). It includes a philosophical belief in collegiality and inclusion, a requirement to be well-informed on current issues and to represent all of the various needs of the community, and declares that Board members must absent themselves from discussing and voting on any issues where there may be a conflict of interest.

While participating on a Board will be new for some of you, your fresh insight and vision are needed to add to the richness of the discussion. So, while we understand that there is time needed to gain a certain level of comfort, we encourage you to put your hand up and ask the question. Studying the meeting procedures (section 2 tab D) and in particular making yourself familiar with the 'Motion' process will be most helpful in adding to your comfort level within meetings.

Also to assist you in gaining a better understanding of how the Board works, we have implemented a Mentoring program. One of the current serving Board members will become your mentor. They will make themselves available to you for your questions and concerns. The outcome of this program is to hopefully speed up your learning so that you will feel more knowledgeable and thus more comfortable participating.

Being a Board member will represent a change in your time commitments and planning. Some points that are important are:

- ⇒ You are expected to join one Committee aside from the Board.
- ⇒ You are expected to attend Board and Committee meetings on a consistent basis.
- ⇒ You may be asked to resign if you miss three consecutive Board meetings without requesting a leave of absence from the Board.
- ⇒ You are expected to be well prepared prior to your attendance at these meetings.
- ⇒ This includes reading your Board package before the Board meeting.