

Role and Responsibilities of the Board

The Board of Directors, acting within a legal framework and a policy governance model, is responsible for the following tasks to ensure that Community Living Kingston's mandate is attained:

- provide leadership in advocating for changes in our community and in government legislation to enhance the welfare, health and social functioning of people served by Community Living Kingston;
- accept full responsibility for setting overall policy and direction for Community Living Kingston, taking care to seek out information and expertise from the administration and to evaluate this information in light of its own objectives and policies;
- engage in strategic planning;
- establish appropriate Board structures i.e. committees as required;
- establish and review regularly, annual goals for the Board and revise them as required;
- regularly review the performance of the Board;
- approve an annual budget designed to achieve Community Living Kingston's objectives;
- recruit of members to Community Living Kingston;
- establish and maintain effective communication with the membership, staff and the community (agencies, ministries, associations, businesses,...);
- actively involve the general membership in the decision making process of Community Living Kingston and prepare members for leadership roles;
- monitor operations of Community Living Kingston by having access to necessary information regarding budget, program, problems and achievements through a report to the Board monthly from the Executive Director;
- support the Executive Director's steps towards implementing Board policies and objectives;
- respect the authority and responsibility it has vested in the Executive Director, and, except under extreme circumstances, refrain from intruding in the administration of Community Living Kingston;
- ensure that the Executive Director establishes rules and procedures for the administration of the agency and see that they are followed;
- review regularly the Executive Director's annual goal package and revise co-operatively as required;
- conduct regularly a performance review of the Executive Director based on the agreed upon annual goal package;
- consult on senior staff positions;
- select/terminate the Executive Director;
- carry out responsibilities as outlined in By-Law 2A, Article 12(i).