

PATHWAYS ABILITIES SOCIETY

POLICY: GOVERNANCE

Applies to: All Personnel and Volunteers

PREAMBLE

Pathways Abilities Society is a not-for-profit organization governed by a volunteer Board of Directors. Directors are elected by the membership to serve the organization.

POLICY

The Board of Directors establishes the mission, vision and philosophy of the organization. The Board sets the policies and goals.

The Board of Directors is made up of not less than three nor more than eleven Directors of the Society including the President. Directors are selected based on their skills, experience and expertise in the operations of a not-for-profit organization and/or the disability movement. The board strives to be comprised of directors with backgrounds and knowledge in finance, fundraising, community relations, law, marketing, public relations, human resources, strategic planning, risk management, resources planning, project planning and the disability movement. The Board of Directors recognizes that the above qualities and skills may not satisfy all the requirements to effectively govern the organization and, when required, obtains independent outside expertise.

Board members are required to provide a satisfactory criminal record search and complete a Board Orientation and orientation form within one month of being elected to the board. Board members must adhere to Pathways Abilities Society policies and procedures. Board members complete the following documents by the first board meeting they are scheduled to attend: Code of Ethics, Confidentiality Statement, Conflict of Interest Statement, Volunteer Agreement, Director's Job Description, Internet/ Email Usage form and if elected to a specific officer's position the corresponding job description. Annually, after the Annual General Meeting (AGM) the relevant forms are updated.

Board members are stewards of the society and as such are not permitted to receive loans or financial benefit from their position.

The Board of Directors has four standing committees, the Executive Committee, the Audit Finance Committee, the Nominating Committee and the Facilities Maintenance Committee. The Board of Directors may also appoint standing or ad hoc committees and define the functions and memberships of such committees.

The Executive Committee acts on behalf of the Board during on-demand activities that occur between Board meetings. These acts are later presented to the Board for full review. The Audit Finance Committee oversees the development of the budget, ensures accurate tracking, monitoring and accountability of funds, establishes adequate financial controls and policies, and coordinates and oversees the annual audit. The Nominating Committee recruits and screens prospective Board members to fulfill specific roles in

accomplishing the Society’s mission and vision statements, goals and objectives. A committee member presents nominations at the AGM of the Society. The Facilities Maintenance Committee monitors maintenance, improvements and modifications to buildings and grounds. They recommend long range preventative maintenance strategies, policies and make recommendations to the board and finance audit committee. They complete minor and mid-level repairs to reduce outside vendor costs while maintaining quality facilities.

Under the direction of the Board of Directors, the executive director plans, organizes, directs, controls and administers all agency activities, services and operations directly or through other reporting managers consistent with Board approved agency policies, goals and objectives in accordance with legal statutory constitutional and other requirements.

The Board of Directors reviews and updates the Governance policy annually typically at the general meeting of the board of directors after the society’s AGM.

<u>Effective/Revision Date</u>	<u>Board Approval</u>	<u>Date Approved</u>
August 11, 2005		August 11, 2005
October 27, 2008		October 27, 2008
October 19, 2009		October 19, 2009
October 21, 2010		October 21, 2010
October 17, 2011		October 17, 2011
October 22, 2012		October 22, 2012
January 25, 2013		January 25, 2013
October 24, 2013		October 24, 2013
July 21, 2014		July 21, 2014
September 14, 2015		September 14, 2015
November 14, 2016		November 14, 2016
May 8, 2017		May 8, 2017
October 19, 2017		October 19, 2017
October 13, 2018		October 13, 2018
July 8, 2019		July 8, 2019
October 18, 2019		October 18, 2019
October 19, 2020		October 19, 2020