PATHWAYS ABILITIES SOCIETY

POLICY: GOVERNANCE
Applies to: All Personnel and Volunteers

Original Approval Date: August 11, 2005
Date Board Approved: January 19, 2026
Replaces Policy Dated: December 2, 2024

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Board Member's Signature

PREAMBLE

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

POLICY

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

The Board 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, the disability movement and reflects the diversity of the community at large. The Board 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, complete a Board Orientation and orientation form and complete the CLBC on-line Privacy training 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 has three standing committees, the Executive Committee, the Audit Finance Committee and the Nominating Committee. The Board 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.

Under the direction of the Board, 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 a general meeting of the board of directors after the society's AGM.

Formal reviews of executive leadership performance are completed when the Quality Assurance Manager submits the Incident Analysis, Accessibility Plan, Complaints Analysis, concluded Risk Management Action Plan, Satisfaction Survey Analysis and Outcomes Results and Review and Analysis Report.