

People Advocating for Change through Empowerment Inc.

BOARD OF DIRECTOR RESPONSIBILITIES

Guiding Principles:

The Board of Directors of People Advocating for Change through Empowerment Inc. (P.A.C.E) has the ultimate responsibility and must answer legally for the affairs of P.A.C.E. The Board's authority is only exceeded by that of the members (through By-Laws) and the government (through the funding body and legislation). The Board acts as a group and can make decisions only at properly called meetings. Between meetings, a Board member has no authority and therefore, no powers to act. Individual Board members must follow appropriate protocols. If individual Board members want to influence the daily management of P.A.C.E., they must bring their suggestions to a Board meeting. Individual Board members should **not** try to carry out their ideas, or get staff to carry them out, on their own without Board authorization.

- Board members see that P.A.C.E is properly run but **do not** run P.A.C.E
- Board members see that P.A.C.E is properly managed but **do not** manage P.A.C.E

Board Responsibilities:

- 1. Plan and Make Policies**
 - Set the direction of P.A.C.E
 - Establish the guidelines for action
 - Decide on major issues: program, service, personnel and financial
- 2. Hire an Executive Director**
 - Provide terms of employment for the Executive Director including job description, hours of work, salary and benefits, evaluation process
 - Give counsel to the Executive Director
 - Support the Executive Director
 - Evaluate the Executive Director in a regular and fair manner
- 3. Monitor P.A.C.E 's Management**
 - Ensure that proper governance procedures are followed
 - Ensure that proper judgment is used in all business and financial transactions
 - Make sure that P.A.C.E has adequate human resources to provide its services and programs
- 4. Manage the Finances**
 - Oversee the administration of the budget
 - Monitor spending
 - Account for funds

- 5. Public Relations Activities**
 - Maintain an image of credibility and respect
- 6. Conduct Meetings**
 - Organize and run meetings of the Board and its committees
 - Keep minutes as required and maintain records of P.A.C.E
- 7. Recruit and Train Volunteers**
 - Identify new talent for future Boards
 - Develop and monitor orientation and training programs for the Board and volunteers
- 8. Provide Support**
 - Offer assistance to fellow Board members, P.A.C.E. Members and the community