

## **KFPC Board of Directors**

### **Terms of Reference**

April 3, 2018

#### **Structure:**

- Executive Officers– Chair, Vice-Chair, Secretary and Treasurer
- Maximum 12 Directors

#### **Appointment and Duration:**

- Directors must be members
- Directors are elected for a two year term by the membership at the Annual General Meeting.
- The board executive is appointed by consensus for a one year term annually by the board. There is no limit to the number of executive terms any one person may serve.
- Refer to bylaws for additional clarification.

#### **Reporting:**

- The Board of Directors reports to the membership at the Annual General Meeting.

#### **Mandate:**

- To fulfill the legal requirements and obligations of a director and to govern the Kamloops Food Policy Council according to bylaws and board policy.

#### **Board Responsibilities:**

- Set the strategic plan and approve annual operational plan
- Monitor the financial statements
- Approve the annual budget
- Set internal policies and review on an annual basis
- Monitor staff compliance to policies
- Monitor staff achievement of the board's strategic plan goals
- Facilitate staff annual performance review

#### **Director Responsibilities**

- Commitment to the work of the Kamloops Food Policy Council
- Prepare for and participate in discussions and deliberations at the board meetings.
- Respond to general emails within 72 hours (3 days).
- Attend board meetings and committee meetings. When necessary, attendance may take place by telephone or other communications technologies.
- When urgent or time-sensitive decisions are required outside a regularly scheduled board meeting, then directors will be notified and a time frame for responses identified. Non-response will be deemed as abstention.
- Participate on at least one committee or task force per year
- Participate in board self-evaluations
- Participate in the strategic planning process
- Attend the Annual General Meeting
- Attend a minimum of 4 KFPC member meetings per year
- Be informed of the programs and services provided by the Kamloops Food Policy Council and publicly support them

- Be aware of and abstain from any conflict of interest
- Refer to board policy manual for further information

**Timelines:**

- See board work plan

**Meeting Dates:**

- 5:30 PM on the third Wednesday of the following months:
  - January
  - February
  - March
  - April
  - May
  - June
  - July or August
  - September
  - October
  - November
- alternate meeting dates may be set as needed