

BOARD MEMBER ROLE DESCRIPTIONS

1. EXPECTATIONS OF THE BOARD AS A WHOLE

The mission of ConCOVE.

As the highest leadership body of the Organisation and to satisfy its fiduciary duties, the board is responsible for:

1. Establishing vision, mission and values
 - a. Determine ConCOVE's vision and mission to guide and set the pace for its current operations and future development.
 - b. Determine the values to be promoted throughout ConCOVE.
 - c. Determine and review ConCOVE goals.
 - d. Determine ConCOVE policies
2. Selecting and evaluating the performance of the ConCOVE Director
3. Setting strategy and structure
 - a. Review and evaluate present and future opportunities, threats and risks in the external environment; and current and future strengths, weaknesses and risks relating to ConCOVE.
 - b. Approve the business strategy and plan as appropriate.
 - c. Ensure that ConCOVE's organisational structure and capability are appropriate.
4. Ensuring strong fiduciary oversight and financial management
5. Manage organisational risk
6. Delegate to Management
 - a. Delegate authority to management, and monitor and evaluate the implementation of policies, strategies and business plans.
 - b. Determine monitoring criteria to be used by the board.
 - c. Ensure that internal controls are effective.
7. Approving and monitoring ConCOVE's Annual plans, reports, budgets, and adherence to the funding contract.
8. Enhancing ConCOVE's public image
9. Assessing its own performance as the ConCOVE governing body
10. Do no harm to the Host organisation's reputation

2. EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS

Each individual board member is expected to:

1. Know ConCOVE's mission, policies, projects, and needs.
2. Faithfully read and understand the financial statements.
3. Faithfully read and understand risk reports.
4. Serve as active advocates and ambassadors for ConCOVE.
5. Leverage connections, networks, and resources to develop collective action to fully achieve ConCOVE's mission.
6. Prepare for, attend, and conscientiously participate in board meetings.
7. To **always** act in the best interest of ConCOVE and **all** vested stakeholders.
8. Apply their single voting rights conscientiously

9. Abide by board resolutions.
10. Declare any potential conflicts of interest both formally and as conflicts arise.
11. Maintain confidentiality about all internal ConCOVE matters

3. EXPECTATIONS OF BOARD CO-CHAIRS

1. Is a member of the Board
2. Is a partner with the Director in achieving the organisation's mission
3. Provides leadership to the Board of Directors, who sets policy and to whom the Director is accountable.
4. Chairs meetings of the Board after developing the agenda with the Director.
5. Discusses issues confronting ConCOVE with the Director.
6. Formally evaluates the performance of the Director and informally evaluates the effectiveness of the Board members.
7. Maintains open lines of communication with and meets regularly in between formal meetings or Board work sessions with the Director
8. Encourages Board's role in strategic planning
9. Helps guide and mediate Board actions with respect to ConCOVE priorities and governance concerns.
10. Reviews with the Director any issues of concern to the Board.
11. Monitors financial planning and financial reports.
12. Evaluates annually the performance of ConCOVE in achieving its mission.
13. Ensures that ConCOVE maintains positive and productive relationships with all stakeholders
14. Facilitates the appointment of vacant board member positions as per the Charter
15. Performs other responsibilities assigned by the Board.