

BENNETT AND ALBERT COUNTY HEALTH CARE FOUNDATION

THE ROLE OF THE BOARD MEMBER

The Bennett and Albert County Health Care Foundation Board of Directors is a body of people working together to provide support for the Albert County Health and Wellness Centre and the communities served by the Centre. The Board members set the overall policies of the Foundation, help plan and conduct fund-raising efforts, serve on committees and act as advocates of the Bennett and Albert County Health Care Foundation and Albert County Health and Wellness Centre. The Board also gives generously of their time, talent and treasure in support of the Foundation's mission and vision.

MEMBERSHIP:

- Those who have a desire to promote health and wellness services, Bennett and Albert County Health Care Foundation, and the Albert County Health and Wellness Centre.
- Those women and men of achievement and distinction who are willing to make sacrifices of time and have a genuine interest to provide leadership and judgment in representing the plans and objectives of Bennett and Albert County Health Care Foundation.
- Those who bring differing backgrounds, technical expertise, resources and willingness to share their experiences for the good of the Bennett and Albert County Health Care Foundation and Albert County Health and Wellness Centre.
- Those who are willing to serve in leadership positions or undertake special assignments with enthusiasm when asked.
- Those who have good judgment, an open, flexible mind and the ability to make sound decisions in cooperation with others.

MEETINGS:

- Expected to attend, prepare for and participate in regular board meetings and committee meetings. Each Director shall faithfully attend meetings of the Foundation Board. Three consecutive unexcused absences from meetings may be grounds for dismissal.
- Ask timely and substantive questions at meetings, while supporting the majority decision on issues decided by the board or committee.
- Suggest agenda items periodically to ensure that significant policy-related matters are addressed.

RESPONSIBILITIES:

- To work towards the Foundation's mission and vision at all times.
- To ensure effective organizational planning with a workable time line.
- To ensure a strategic plan consistent with the mission and vision of the Foundation is adopted and updated routinely.
- To exercise accountability in the management and investment of funds.
- To develop policies and procedures for implementation of all programs
- To recruit and orient new board members.
- To assess the Board's own performance on an annual basis.
- To notify the Governance Committee or Chairman of the Board of any conflict of interest in work or circumstances.
- To make sure there are sufficient funds to support the operation of the Bennett and Albert County Health Care Foundation, whether through fundraising, investment earnings or other means.

GENERAL EXPECTATIONS:

- Know the organization's mission, vision, goals, policies, and needs.
- Enhance the Foundation's public image.
- Suggest possible nominees to the board.
- The utmost importance is an abiding concern for the Foundation and Health and Wellness Centre and readiness to demonstrate that concern in every possible way.

FUND RAISING:

- To give an annual gift according to personal means. Consider a planned gift to the Foundation.
- To support events by attending, volunteering, and purchasing tickets.
- To assist the staff and volunteers by implementing fund-raising strategies through personal influence with others (corporations, individuals, foundations).

AS A BOARD DIRECTOR, IT IS MY RIGHT TO:

- Expect full and complete financial reporting on all aspects of the Foundation's annual operating budget, its fundraising success and its investments. I should also expect a copy of the Foundation's annual financial statement each year.
- Expect sufficient prior notice, complete with information needed for decision making, for all Board and committee meetings.
- Voice my opinion, advice, concerns and ideas regarding business of the Foundation, both during meetings and to other directors, officers and staff outside of meetings.
- Expect timely response to my questions or requests for information about the Foundation and its relationship to the Albert County Health and Wellness Centre.
- Expect that my actions as a volunteer Board director will be covered by officers and directors liability insurance.

I understand these statements of responsibilities and right as a Board director of the Bennett and Albert County Health Care Foundation.

Signed _____ **Date** _____