



BOARD MEMBER RESPONSIBILITIES – BUILDING BOARDS PROGRAM

KEY RESPONSIBILITIES

- **Attend and participate in board and committee meetings and the AGM**
- **Be informed about mission, vision, purposes, policies, and structure**
- **Keep up to date on developments in the non-profit housing sector**
- **Prepare for and participate in Board discussions**
- **Serve on committees or task forces as requested**
- **Represent the actions of the Board faithfully and positively to the members and the community**
- **Honour the principle of the Board; speaking with one voice**
- **Understand and scrutinize all financial matters**
- **Keep Board discussions confidential**
- **Be aware of an abstain from conflict of interest**
- **Participate in establishment of policy**
- **Refrain from making requests of management unless authorized by the Board**
- **Participate in monitoring/evaluating management**
- **Understand roles and responsibilities and portray appropriately with members, stakeholders, and the public**