

Limbs 4 Life Inc.



Board of Management Role Description



Board Member

Overview

- Regularly attends Board meetings and important related meetings
- Makes serious commitment to participate actively in committee work
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time
- Stays informed about committee matters, prepares themselves well for meetings and reviews and comments on minutes and reports
- Builds a good rapport with committee members and a collegial working relationship that contributes to consensus
- Is an active participant in the committee's annual evaluation and planning efforts
- Is constantly seeking to raise the profile of L4L and prepared to participate in fund raising events

General Responsibilities

Limbs 4 Life (L4L) Board members provide governance to the organisation; represent it to the community and accept the ultimate legal authority for it.

Key Responsibilities

- Attend all Board and Committee meetings and functions, including special events
- Be informed about L4L's mission, services, policies and programs
- Review agenda and supporting materials prior to Board and Committee meetings
- Serve on committee or task forces and offer to take on special assignments
- Actively promote and inform others about the organisation
- Suggest possible nominees to the Board who can make significant contributions to the work of the Board and the Organisation
- Keep up-to-date on developments in the Organisation's field of expertise
- Follow conflict of interest and confidentiality policies
- Assist the Board in carrying-out its fiduciary responsibilities, such as reviewing the organisation's annual financial statements

Key personal characteristics

- Possess an ability to listen, analyse, think clearly and creatively whilst working well with people individually or in a group
- Is willing to prepare for and attend Board and Committee meetings, ask questions, take responsibility and follow through on given assignments, contribute personal and financial resources in a generous way according to circumstances, open doors in the community and evaluate oneself
- Develop certain skills if you do not already possess them, such as to; cultivate and solicit funds, cultivate and recruit board members and other volunteers, read and understand financial statements, learn more about the substantive program area of L4L
- Possess an honesty, sensitivity to and tolerance of differing views, a friendly, responsive and patient approach, community-building skills, personal integrity, a developed sense of values, concern for L4L's development and a sense of humour

Code of Conduct

The Board member's behaviour is a reflection on Limbs 4 Life and on its ability to fulfil its vision and mission. It is paramount that the Board member, as a representative of Limbs 4 Life maintains a high standard of integrity. This responsibility means that Board members will be held to the highest standards of personal and professional conduct. Belief in the mission of enriching experiences that lead to connectedness across the community for all amputees should be the guiding force in the Board member's behaviour.

Accountability

Board members are accountable to the Chair and/or members and stakeholders as specified in the Constitution.

Specific Duties

Meetings

- Attend all Board and committee meetings as required
- Review agenda and supporting materials prior to Board and committee meetings
- Actively contribute to meetings
- Contribute as necessary to meeting agendas in consultation with the Secretary

Planning

- Approve the L4L philosophy and review management's performance in achieving it
- Annually assess and approve the L4L strategy
- Annually review and approve L4L's plans for funding its strategy
- Annually review and approve the L4L budget
- Approve major policies

Organisation

- Elect, monitor, appraise, advise, support, reward and, when necessary, change management
- Be assured that management succession planning and general succession is properly being provided

- Be assured that the status of organisational strength and manpower planning is equal to the requirements of the long term goals
- Approve appropriate compensation and benefit policies and practices
- Propose new Board members to fill vacancies as needed
- Annually approve the Performance Review of the EO and establish his/her compensation (remuneration) based on recommendations of the Chair of the Board
- Determine eligibility for and appoint Board committees in response to recommendations
- Annually review the performance of the Board and take steps to improve its performance

Awareness and Fundraising

- Participate in fundraising activities
- Support and assist with fundraising campaigns
- Identify and develop fundraising campaigns/activities
- Promote the organisation within its own networks
- Cultivate and solicit funds
- Promote L4L within the community whilst building awareness

Governance

- Ensure that the organisation operates in line with its constitution
- Review the results achieved by management as compared with the L4L philosophy, annual and long term goals, and the performance of similar organisations
- Ensure that the financial structure of L4L is adequate for its needs and its long-range strategy (as per the strategic plan)
- Provide candid and constructive criticism, advice and comments
- Approve major actions of the organisation, such as capital expenditures, major programs and service changes in line with organisations mission.

Audit and Compliance

- Be assured that the Board and its committees are adequately informed -through established performance, reporting and other methods, of the condition of L4L and its operations
- Be assured that published reports properly reflect the operating results and financial condition of L4L
- Ascertain that management has established appropriate policies to define and identify conflicts of interest, and is diligently administering and enforcing those policies
- Appoint independent auditors subject to approval by members
- Review compliance with relevant material laws affecting L4L