
5.0 BOARD SELF GOVERNANCE**5.3 RESPONSIBILITIES OF THE BOARD OF DIRECTORS****INTENT:**

The Board's role is to provide direction and leadership, to respond to direction from its membership, to encourage communication and issue resolution both among its members and between LICA and the community at large, and to elicit and encourage the contribution of all LICA Board and Association members. The Board makes clear distinction between its governing role and the role of policy implementation and administrative detail fulfilled by LICA staff and committees.

The Board of Directors is responsible for mobilizing the resources of the community to achieve LICA objectives. The Board will ensure that the talents and energies of the membership are enlisted in appropriate LICA committees and that the role and authority of the committees are clearly set out.

The Directors of LICA participate in making Board decisions which lead LICA toward desired outcomes and assure that results actually occur. Directors bring their knowledge, experience, time, and energy to this task and are elected to this position because of their interest in and commitment to the Vision, Mission, and Values of LICA.

The Board governs by means of directing, influencing, and/or monitoring LICA activities as appropriate. Staff and committees carry out of the Board's policy directives by means of planning, supervision, coordination, and implementation.

5.3.1 GUIDELINES:

The LICA Board is responsible for:

- 5.3.1.1** Establishing LICA's purpose, and seeing that it is implemented through Vision, Mission, Values, Goals and Objectives, and self-governance and operational policies.
- 5.3.1.2** Setting the rate of progress towards achieving the purpose by:
 - setting goals and objectives, with time lines—planning for the future
 - overseeing budgeting and funding, and ensuring sufficient funds to achieve the budget
- 5.3.1.3** Providing continuity in the management of LICA through bylaws, policy, and record keeping
- 5.3.1.4** Creating and confirming LICA's identity in the community through communication, advocacy, and lobbying.
- 5.3.1.5** Hiring, monitoring, and evaluating one senior staff position.

5.3.2 IMPLEMENTATION:

- 5.3.2.1** Table Officers (Chair, Vice-Chair, Secretary-Treasurer) are elected from among the Directors within 14 days of each Annual General Meeting.
- 5.3.2.2** Each member of the Board shall sign a copy of LICA's Code of Ethics within 30 days of the Annual General Meeting.
- 5.3.2.3** Strategic planning is annually accomplished by establishing, updating, or reviewing the values and beliefs of LICA's membership, and using these to formulate a Vision, Mission, Values, and strategic goals and objectives.
- 5.3.2.4** **Board self-governance** is established by policies that ensure that the Board and its committees are accountable and responsible for their actions through:
- A process and format for policy development
 - Policies that describe the roles, responsibilities, and functions of the Board, Directors, and committees, including job descriptions for Board members and terms of reference for committees. (Note: terms of reference for the Airshed Zone and the Beaver River Watershed Alliance are set by those bodies and included in the LICA policy manual.)
 - Policies for the orientation, training, and evaluation of Board and committee members (except for the Airshed Zone and the Beaver River Watershed Alliance)
 - Policy on Board structure
 - Board members' Code of Ethics
 - Policy defining the Chair's role
 - Policy on Board and Committee member expenses and remuneration.
- 5.3.2.5** **Operational Governance** policy is created, reviewed, and updated in the following three areas:
- program**
- needs assessment and relevance of LICA goals and objectives
 - planning cycle
 - goals and objectives
 - strategy to achieve Vision, Mission, Values, and goals
 - allocation of resources
 - monitoring and evaluation of results (not process)

personnel

- Board's relationship with and role, responsibilities, required skills, authority, and functions of Administrator
- Administrator compensation and benefits, and policy for compensation, etc., for all other paid staff
- hiring, evaluation, and firing of Administrator, whether employee or contractor
- volunteers (non-Board and committee members)
- good Board/staff relations

finance

- budget and financial reporting, including annual review/audit
- resource allocation and monitoring
- special project funding
- contracts, leases, and insurance (including protection of LICA and the Board against liability)
- ensuring resources to operate and maintain LICA
- ensuring that the Board does not exceed the total annual budget

5.3.3 Advocacy Governance is established through policy that is created, reviewed, and updated to achieve the following:

- build community awareness and support
- represent LICA to the public and to all other agencies and organizations, enhancing LICA's profile and image
- monitor legislation and reaction to it
- address issues important to the membership and the community at large
- form mutually beneficial partnerships with other community organizations and agencies as appropriate
- ensure that the community is aware of LICA as an avenue for information and issue resolution, and is informed about the results achieved by LICA committees

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