

ESMV Literacy Network Board - Role and Responsibilities

1. The Board of Directors is made up of individuals who support the mission of the ESMV Literacy Network and are legally responsible for its conduct.
2. The Board is composed of volunteers whose contribution is on a part-time basis. This is a governing group not an operational one. This means the Board develops policies that give overall direction to the agency. The Board has a key role in effective governance, via stewardship, and caring for the organization through oversight, and leadership, helping to make the organization more effective in achieving its mission.
3. The Board is the link between the organization and the larger community. As such it will contribute perspective both inward and outward. Governance work must actively connect, at a high level, the work of the organization to the wider world, to a vision for a better future that is widely shared. Due to the large geographical footprint of the Network, it would be beneficial to have a volunteer on the Board from each of the areas within the Network (Sheet Harbour, Middle Musq and Musq Harbour).
4. The Board of Directors will ensure that:
 - a) The organization operates legally and ethically and follows well-established and accepted organizational, financial and other practices as part of the mandate;
 - b) Its preferences consensus over authority; a long term rather than a short term perspective;
 - c) The organization is accountable and transparent to its stakeholders;
 - d) The boardroom serves an open space for deliberation and learning as much as for making decisions and committing to action; and
 - e) It assumes the primary responsibility for its own management, composition and renewal.
5. In collaboration, the Board and the Executive Director will:
 - a) Strive to respect distinctions between governance work and operational functions;

- b) Establish clear lines of responsibility and accountability;
 - c) Define (new word?) the standards the ESMV Literacy Network shall meet and ensure these are reflected in policies and procedures; and
 - d) Ensure that the organization, including the Board itself, operates with plans and priorities whose intent is to focus their resources and energies.
6. The overall **collective** responsibilities include:
- a) Participating in development and execution of ESMV Literacy Network Strategic Plan;
 - b) Participating when required in the HR committee (hiring, management etc);
 - c) Ensuring fiscal responsibility IAW signed LAE agreement, approving LAE budgets (bi-annual), and annual financial reviews;
 - d) Ensuring transparency, through the strategic plan, as well as through the evaluations of the work of the Board, and succession planning;
 - e) Rendering all decisions with the best interests of the organization at heart; and
 - f) Representing Board at AGM, assist where required, and support the ED.
7. The overall **individual** responsibilities include:
- a) Acting in the best interests of the organization;
 - b) Understanding the roles and responsibilities;
 - c) Familiarization with bylaws, policies and procedures, strategic plan and other key ESMV Literacy Network documents;
 - d) Avoiding conflict of interests (IAW Conflict policy);
 - e) Respecting confidentiality policies and documents;
 - f) Keeping informed about the financial activity and legal obligations;
 - g) Regularly attending Board meetings;
 - h) Supporting Board decisions once they have been voted on;
 - i) Operating in the best interest of the organization and not self-interest; and
 - j) Making all decisions with the best interests of the organization in mind.
8. This policy is closely aligned with the Board Member Job Description.
9. This policy is still considered a draft but will be used, updated (using version control) and approved in May 2022.