

## SAMPLE: Board Responsibilities

From Hot Docs *Corporate Governance Manual*, 2005

### **RESPONSIBILITIES OF THE BOARD**

***The Board is a body that speaks with one voice, through policy, and focuses on outcomes not process***

The Hot Docs Board will implement the following eight tasks of effective stewardship:

- Define the mission and guide yearly strategic planning process, approve the strategic plan and monitor performance against plan;
- Communicate to members, stakeholders and the public and make information available upon requests in a transparent and effective way;
- Approve appropriate organizational structures;
- Ensure the board understands its role and avoids conflicts of interest;
- Ensure that an effective management team is in place, oversee its activities and annually evaluate its performance;
- Approve annual operating plans and monitor performance against those plans.
- Maintain fiscal responsibility;
- Implement assessment and control systems; and
- Plan for the succession of the board of directors to reflect a balance of skills and experience.