



## Board of Directors - Terms of Reference

Updated November 2023

### **Our Organization's Mission Statement:**

To implement and manage resources and services to support rural living including but not limited to food bank services, aging-in-place, child and youth programs, work opportunities, mental health supports and other identified needs within the Cherryville community.

### **Board Structure:**

- Executive Officers – President; Vice, President, Treasurer and Secretary (all voting);
- Minimum 2 to maximum 5 Directors (voting)

### **Director Appointment and Duration:**

- Directors must be members of the Cherryville Community Food & Resource Society.
- Directors are elected for a 2-year term by the membership at the annual general meeting.
- Directors may succeed their term for 4 more terms (total 8 years) with a maximum of 20 years on the board or as otherwise voted upon by the Board.
- The Executive Officers is elected for a 2-year term by the board.
- Refer to bylaws for additional clarification.

**Reporting:** The Board of Directors reports to the membership at the annual general meeting.

### **Board Responsibilities:**

- Set the strategic plan.
- Monitor and approve the financial statements.
- Approve the annual budget.
- Review bylaws annually, ensuring any amendments follow the BC Nonprofit Society Act.
- Set Board policy and review on an annual basis, ensuring they reflect governance best practices.
- Monitor the Executive Director's compliance to policies.
- Monitor the Executive Director's achievement of the Board's strategic goals.
- Conduct the Executive Director's annual performance review and salary review.

### **Director Responsibilities**

- Commitment to the work of the Cherryville Community Food and Resource Society.
- Attend Board governance training and have a working knowledge and skill in one or more areas of Board governance if available.
- Attend Board meetings and committee meetings when established.
- Participate in Board and director evaluations.
- Participate in the annual strategic plan.
- Attend the Annual General Meeting.
- Be informed of the services provided by the Cherryville Community Food & Resource Society and publicly support them.



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- Be aware of and abstain from any conflict of interest.
- Prepare for and participate in the discussions and deliberations of the Board.
- Refer to the Board policy manual for further information.

**Timelines:**

- See Board Work Plan

**Meeting Dates:**

- 6:00 pm on the second Monday of the following months:
  - January – Board Performance Review
  - February – ED Performance Review
  - March – Insurance Review
  - April – Risk Mitigation, i.e. Strategic/Operational Risks Review
  - May – Financial/Budget Review (includes fundraising)
  - June - Business Continuity Plan
  - September – Succession Planning/Policy Review
  - October- Policy Review
  - November- Recruitment & Retention
- If the meeting date falls on a holiday, an alternate date will be set.

**Annual Budget:**

- Cherryville Community Food & Resource Society adheres to an annual budget of \$\_\_\_\_\_
- See full budget details in \_\_\_\_\_