



## **Board Director Job Profile**

### **Responsibilities of the Board**

The mission of GoodLife Kids Foundation is to enable and support kids and youth with autism and intellectual disabilities through physical activity and fitness.

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

- Determining the mission of the organization and understanding its collective purpose
- Selecting, supporting and evaluating the performance of the Executive Director
- Strategic and organization planning
- Ensuring fiduciary oversight and financial management
- Fundraising and resource development
- Approving and monitoring the organization's programs and services
- Enhancing the organization's public image
- Ensuring legal and ethical integrity
- Assessing its own performance as the governing body of the organization

### **Responsibilities of Individual Board Directors**

Each individual board director is expected to:

- Know the organization's mission, policies, programs, and needs as well as understand the collective purpose
- Read and understand the organization's financial statements
- Review pre-meeting materials, and conscientiously participate in board meetings
- Attend a minimum three of four annually scheduled board meetings, and make best effort to attend other board meetings as they are deemed necessary. This may include committees or taskforces
- Serve as an active advocate and ambassador for the organization
- Give a personal financial donation annually within ones means
- Leverage connections, networks and resources in order to achieve the organization's mission

- Fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission
- Engage in learning opportunities to better understand the community we serve
- Respect the experiences of all who bring their voices and lived experiences into the boardroom and the organization
- Uphold the legal duties and laws regarding registered charity governance, as per Canada Revenue Agency, the Income Tax Act, and the Ontario Not-for-Profit Corporations Act 2010
- Follow the organization's bylaws, policies, and board resolutions
- Disclose potential conflicts of interest before meetings and actual conflicts during meetings
- Maintain confidentiality about all internal matters of the organization

## Other Requirements

Directors of the Board must meet all of the following qualification requirements as laid out in GoodLife Kids Foundation's General Operating By-law No. 4:

- Is at least 18 years of age, has not been found under the *Substitute Decisions Act 1992* or under the *Mental Health Act* to be incapable of managing property, has not been found to be incapable by any court in Canada or elsewhere, does not have the status of a bankrupt;
- Is in agreement and agrees to further the purposes of GoodLife Kids Foundation;
- Agrees to abide by the provisions in the Articles and By-laws of GoodLife Kids Foundation;
- Is not an ineligible individual as defined in the *Income Tax Act (Canada)*;
- Has not been convicted or pardoned of a crime anywhere in the world involving the abuse of children or the assault of an adult;

**Terms for a Director of the Board** is three (3) years from the date they are elected to close of the third (3<sup>rd</sup>) annual general meeting. For example, a Director elected on June 3, 2026 will have a three year term ending at the annual general meeting held in 2029. The maximum number of terms is three (3) terms, each term for three (3) years.

**Meeting attendance** – The Annual General Meeting is held in May/June each year, and is an in-person meeting. All Directors are encouraged to attend in person, though virtual attendance can be available. Other scheduled meetings are typically held virtually only.