



## **Board of Directors Job Profile**

### **Responsibilities of the Board of Directors**

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 of Directors 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 Members of the Board of Directors**

Each member 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 of three of four annually scheduled board meetings and make best efforts 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 one's means.
- Leverage connections, networks and resources 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 Information**

- **Terms for Directors** are three years.
- **Regular meetings** are held virtually. Directors are encouraged to attend the Annual General Meeting, held in May/June, in-person.