

TERMS OF REFERENCE FOR THE BOARD OF DIRECTORS

Adopted by the Board of Directors: October, 2003

Accountable to: The CHRA membership

Chaired by: The President

Composition: 17 elected members, including 11 regional representatives and 6 directors at large, plus the immediate past president

Quorum: A majority of directors in office

Purpose: To direct the affairs of CHRA, guided by the Act of Incorporation, bylaws and member policies, so that it effectively moves towards achieving the objectives of the Association.

Duties and responsibilities

1. Ensure that all corporate and legal responsibilities of the Association are fulfilled.
2. Establish and regularly monitor and update overall objectives and policies for the direction of the Association.
3. Appoint Board officers and committee chairpersons, clearly defining responsibilities and authority assigned.
4. Provide for effective relations and collaboration with other organizations at the regional, national and international level.
5. Terminate a director's term of office and fill vacancies on the Board when necessary, in accordance with the bylaws.
6. Adopt policies and programs for the maintenance of a well-informed, effective Board of Directors.
7. Establish the job description and salary range of the Executive Director. Oversee the hiring of an Executive Director when needed and ensure that the Executive Director's performance is appraised annually.
8. Approve the organization structure, salary ranges for all staff positions, and personnel policies for the Association.
9. Ensure that adequate financial resources are generated and allocated so that the organization can accomplish its mission, goals, priorities and work plans.
10. Approve major plans, programs, capital, and operating budgets and ensure that the necessary funding is in place.
11. Establish and administer controls and regulations for the protection of members, member organizations and creditors.
12. Ensure that membership matters, including approval of new member applications, member renewals and member terminations are addressed effectively by the Association by delegating specific responsibilities in these areas and receiving annual reports.
13. Approve and recommend membership fees subject to the ratification of the members.
14. Recommend bylaw amendments as needed.
15. Provide for effective communications, membership promotion, and member and public relations for the Association.
16. Appoint CHRA delegates to other organizations as needed.
17. Participate in setting the direction for the Annual Congress.

Staff support

The Executive Director will:

- assist with preparation of Board meeting agendas;
- attend all meetings of the Board, provide information as needed and participate in discussion of agenda items;
- ensure that all logistical arrangements necessary for the conduct of the meeting are looked after;
- ensure that background reports and documents are distributed prior to the meeting.