



## **Board Director Profile**

### **The Organization**

Since its inception in 1971, Community Care East York continues to deliver a comprehensive range of home support, social work, wellness and volunteer programs for seniors and disabled adults. We provide services in a caring and compassionate manner to our clients and provide a positive and respectful work environment to our staff and volunteers which supports them in the provision of the highest quality care.

### **Our Mission:**

Community Care East York is a community-based agency committed to providing quality services that promote independence, good health, and well-being.

### **Vision:**

To be a leader in responding sensitively and effectively to community needs.

### **Values:**

1. The philosophy of “Caring for Each Other” is integral to the way in which board, staff, and volunteers work together and will be reflected in the care given in the community.
2. The agency adopts a wellness and health promotion philosophy in program design and delivery.
3. High quality services are accessible, responsive, individualized, and delivered with compassion and sensitivity.
4. Community Care East York is an equal opportunity employer. We are committed to the provision of a fair and positive working environment and opportunities for the growth of employees.
5. Volunteer involvement is fundamental to the fulfillment of our mission.
6. The agency supports community capacity-building initiatives.

### **The Board**

The Board is responsible for the overall governance of the affairs of Community Care East York. Each director is responsible to act honestly, in good faith and in the best interests of the organization and in so doing, to support the organization in fulfilling its mission and discharging its accountabilities, and to ensure the organization’s continuity. The Board has 12 directors.

### **Board Committees**

There are four Committees of the Board:

- Executive Committee
- Resource Planning Committee
- Quality Committee
- Nominating Committee

## **Responsibilities of a Director**

### **Board and Agency Policies**

A director shall be knowledgeable of and comply with the board and agency policies that are applicable to the board including:

- The Board's Code of Conduct;
- The Board's Conflict of Interest Policy;
- The Board's Confidentiality Policy; and,
- The Agency's Code of Ethics

### **Responsibilities:**

#### **• Time and Commitment**

A director is expected to commit the time required to perform board and committee duties. It is expected that a director will devote a minimum of between [4 to 6] hours per month.

The board meets approximately 8 times a year and a director is expected to adhere to the board's attendance policy

A director is expected to serve on at least one standing committee during his/her full term. Individual committees generally meet bi-monthly.

#### **• Contribution to Governance**

Directors are expected to make a contribution to the governance role of the board through:

- Reading materials in advance of meetings and coming prepared to contribute to discussions;
- Offering constructive contributions to board and committee discussions;
- Contributing his or her special expertise and skill;
- Respecting the views of other members of the board;
- Voicing conflicting opinions during board and committee meetings but respecting the decision of the majority even when the director does not agree with it;
- Respecting the role of the chair;
- Respecting the role and Terms of Reference of board committees; and,
- Participating in board evaluations and annual performance reviews.

#### **• Fiduciary Duties**

Each director is responsible to act honestly, in good faith and in the best interests of the agency and in so doing, to support the agency in fulfilling its mission and discharging its accountabilities.

Each Director is expected to disclose all conflicts of interest openly and honestly when they arise, and not participate in discussions or vote while in a conflict of interest position.

A director shall apply the level of skill and judgment that may reasonably be expected of a person with his or her knowledge and experience. Directors with special skill and knowledge are expected to apply that skill and knowledge to matters that come before the board.

- **Accountability**

A director's fiduciary duties are owed to the agency. The director is not solely accountable to any special group or interest and shall act and make decisions that are in the best interest of the agency, as a whole.

A director shall be knowledgeable of the stakeholders to whom the agency is accountable and shall appropriately take into account the interests of such stakeholders when making decisions as a director, but shall not prefer the interests of any one group if to do so would not be in the best interests of the agency.

A Director is expected to represent the Board only when the Board is in session or when authorized.

After the Board makes a decision, a Director is expected to support the decisions and policies of the Board, even if the Director holds another view or voiced another view during a Board discussion.

A Director is expected to demonstrate a willingness to support the organization by participating in agency events and/or providing financial support.

- **Education**

A director shall be knowledgeable about:

- The operations of the agency;
- The health care needs of the community served;
- The health care environment generally;
- The duties and expectations of a director;
- The board's governance role;
- Board's governance structure and processes;
- Board adopted governance policies; and,
- Agency policies applicable to board members.

A director will participate in a board orientation session, orientation to committees, board retreats and board education sessions.

A director shall commit to be responsible for continuous self-improvement. A director shall receive and act upon the results of board evaluations in a positive and constructive manner.

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