



## The Duties and Responsibilities of the Board of Directors

The Board of Directors and Staff are a team working to achieve the organization's mission and goals. The Board's responsibility is that of governance and leadership --- setting policy and direction while advancing the mission of BOMA Ottawa. The Executive Director (ED) and staff responsibility is to manage administrative efforts. Together their actions add value to and protect the organization.

The "Board-Staff Pact" serves as a checklist or reminder as to the responsibilities of all persons.

### PACT

- WHEREAS, serving on the Board is the voluntary responsibility for governance and leadership;
- WHEREAS, Members have a right to demand that their organization conduct its affairs in an efficient, competent and innovative fashion, responsive to members and stakeholders;
- WHEREAS, Effective governance and management requires maximum commitment and performance by both the Board and the Executive Director;
- WHEREAS, such an effort will require that the Board and Executive Director recognize and focus on their distinct duties;
- NOW, THEREFORE, In consideration of the above, we agree to:

#### Board of Directors

- Commit adequate time to prepare and attend meetings.
- Make all decisions based on knowledge and fact; exercising due diligence.
- Respect the confidentiality of information and documents required for governance.
- Govern strategically by focusing on the future; allocating a majority of time on issues with long-term impact for the organization and the community we serve.
- Eliminate or change committees and practices that are inconsistent with the organization's mission and goals.
- Be attentive to trends, issues, opportunities and challenges affecting the organization and members.
- Formulate a strategic plan that focuses on the needs of our members
- Ensure that future leaders are developed and motivated to govern the organization.
- Respect the authority and responsibility entrusted to committees, staff and the General Manager; refraining from impeding their progress.

#### Executive Director and Staff

- Develop a staff team that promotes excellence, professionalism and dedication to the organization.
- Exceed the bounds of job descriptions by bringing to the organization the highest levels of skill.
- Faithfully report the status of goals, programs and operations to the Board in a clear concise manner.
- Accept complete responsibility for the administration with energy, vision and passion.
- Ensure that all duties are carried out in a manner consistent with local, provincial and federal laws, governing documents and the budget; ever guided by the interests and needs of members.
- Respect and respond to members and inquiries in a timely and professional manner.
- Recommend to the Board opportunities and funding for professional development, as well as competitive compensation levels.
- Protect the intellectual and tangible property of the organization and maintain documented systems of management operations for training, consistency and perpetuity.