



## YWCA BOARD OF DIRECTORS

### PERFORMANCE EXPECTATIONS OF THE INDIVIDUAL BOARD MEMBERS

Each Board member of this organization affirms the expectations outlined here and strives to perform accordingly. We treat all Board members the same when it comes to these expectations.

We clearly articulate these expectations during the recruitment and on-boarding process. By accepting nomination or appointment, the individual confirms that this board service is one of their top volunteer and giving commitments.

Specific performance expectations for every individual board member:

1. Support and be an active advocate and ambassador for the YWCA's values, mission, vision.
2. Read and understand the YWCA Edmonton Bylaws.
3. Participate in governance activities (group processes), e.g., meeting preparation and performance
  - a. Act in a way that contributes to the effective operation of the Board. Work with fellow Board members and staff to assure that the Board and its committees function well.
    - Focus on the good of the organization, independent of personal agenda, self-interest, or influence of others.
    - Support the organization's policies and procedures for conducting business.
    - Maintain confidentiality of all work unless authorized otherwise.
    - Support Board decisions once these are made.
    - Help build a good corporate culture.
  - b. Regularly attend Board and committee meetings. Prepare for these meetings by reviewing materials and bringing materials to meetings.

As stated in the YWCA Edmonton Bylaws: "If a Director of the Board is absent during a one year term (12-month Board year) without regrets from two meetings of the Board or is absent with or without regrets from three meetings of the Board, that Director may be deemed to have resigned from the Board of Directors upon written notice by Executive Council and a vacancy shall be declared."

- c. Use conversation as a core business practice, asking strategic questions and participating in dialogue.
- d. Be available to serve as a committee/task force chair or member. Be a prepared and active participant in committee and task force work.

- e. Inform the Board of Directors of any potential conflicts of interest, whether real or perceived, and abide by the decision of the Board related to the situation.
  - f. Respect the authority of the chief executive officer and staff; and, adhere to the limitations of the Board, its committees and individual Board members.
  - g. Be a YWCA Ambassador by attending YWCA events as disclosed on the annual work plan and calendar.
4. Personal development
- a. Participate in opportunities to engage in/understand the organization's mission.
  - b. Participate in professional development opportunities to strengthen corporate governance and advance the organization's effectiveness through learning. Participate in appraisal of own performance and others, as called upon.
5. Individual leadership acts outside board and committee meetings
- a. Promote a culture of philanthropy.
  - b. Help support the charitable contributions operation of the organization. Specifically:
    - Reach into diverse communities and help identify and cultivate relationships to support the organization as donors, volunteers, and advocates.
    - Give an annual financial contribution to the best of personal ability. If the organization launches a special campaign, give to that, too.
    - Participate in fund development by taking on various tasks tailored to your comfort and skills.
  - c. As appropriate, use personal and professional contacts and expertise to benefit the organization, without compromising ethics or trespassing on relationships.
6. Agree to re-evaluate and/or step down from Board position if unable to fulfill these expectations