



POLICY 04: ROLES AND RESPONSIBILITIES OF THE BOARD

Background Information

The Board of Directors as the official governance body of CGSAC has ultimate authority and accountability for CGSAC as a registered charity. The Directors have full responsibility for the administration and management of the Association and must ensure compliance with all laws. These responsibilities and duties come from the *Canada Not-for-Profit Corporations Act (CNCA)*, the *Income Tax Act*, the Charities Directorate of the CRA, federal and provincial legislation on privacy and common law.

In addition, the CGSAC by-laws stipulate powers and operational procedures for the Board as articulated in Articles 3, 4, 13, and Articles 23 through 29.

A. GUIDING PRINCIPLES:

As the Board of Directors of CGSAC carries out its duties it will be guided by the following principles:

1. The Board governs on behalf of CGSAC and for the membership.
2. The Board shall advance the Association's mission, vision, values and strategic initiatives and establish parameters within which the Association shall operate.
3. The Board is a corporate body and as such speaks and acts as one voice. The Board may grant individual Directors authority to act on behalf of the Board, but only as an agent of the Board. The Board is responsible for this action. At all other times individual Directors, including the Chair, and committees lack the authority to act on behalf of the Board.
4. The Board will evaluate its performance using a self-evaluation process and the subsequent development of an action plan for improvement.

B. SPECIFIC RESPONSIBILITIES:

Obligations to the CRA to maintain registered charity status*

1. Maintain direction and control of the use of all Association resources (funds, personnel, and property).
2. File the annual Form T3010, *Registered Charity Information Return*, within six months of the Association's fiscal year-end (September 30th).
3. Meet the annual spending requirement (disbursement quota). Devote the Association's resources (funds, personnel, and property) to approved charitable purposes and activities.
4. Keep reliable and complete books and records.
5. Issue complete and accurate official donation receipts
6. Maintain your status as a Canadian legal entity
7. Inform CRA through written communication and legal documentation about any changes to governing documents.

*Source – CRA website as of 2020_11_15



CATECHESIS OF THE GOOD SHEPHERD ASSOCIATION OF CANADA

C. FISCAL RESPONSIBILITIES:

1. Prepare an annual budget and year-end statement for the Annual General Meeting.
2. Ensure that a minimum of 80% of the Associations funds are spent on charitable activities.
3. Review and update the financial policies.
4. Enter into contracts when appropriate.

D. POLICY:

1. Identify how the Board is to function.
2. Develop and revise policies, procedures and terms of reference, consulting relevant stakeholders when necessary.
3. Monitor policy relevance.

E. INTERNATIONAL CGS COMMUNITY:

1. Directors will maintain regular communication with their counterparts in other CGS national associations, particularly CGSUSA.
2. The Board will review and consider the standards of the International Consiglio as communicated through the Consiglio Executive when developing formation policies, procedures, terms of reference and course content.
3. The Board supports CGSUSA formation opportunities communicated directly to the Board.