

# GENERAL DIRECTOR OF THE BOARD OF DIRECTORS ROLES AND RESPONSIBILITIES



## MISSION

Girl Guides of Canada-Guides du Canada (GGC) is a catalyst for girls empowering girls.

## PURPOSE

The Board of Directors, the governing body of GGC, is committed to the Mission and Vision of GGC and acts in the best interests of the organization. The Board functions as a group, but each Director has specific individual responsibilities. Every Board member is expected to act honestly and in good faith in exercising her powers and discharging her duties with a view to the best interests of GGC. Board members are expected to avoid any potential conflicts of interest and understand and maintain confidentiality.

Without limiting this general statement, the responsibilities of each Director include:

- providing governance oversight and direction;
- stewarding intellectual property and brand, financial assets, real property and all other assets;
- participating in the review, approval and compliance monitoring of governance policies;
- ensuring GGC complies with all legal, compliance and regulatory requirements;
- approving the hiring and terms of employment of the CEO as well as participate in the evaluation of the CEO and in succession planning;
- reviewing and approving the strategic plan, budget, audited financial statements and risk matrix;
- ensuring compliance with the By-Laws and key policies, updating to current standards as required;
- attending and actively participating in an informed manner at Board, committee, annual general meetings and, as determined with the Chair, provincial meetings;
- participating in assessments of the Board, Board Committees, and individual Director peer and self-assessments;
- periodically representing and promoting GGC at events or in meetings with external and internal stakeholders;
- promoting and supporting fund development initiatives, including personal support at a level that is comfortable, and by reaching out to contacts and networks to promote GGC;
- keeping current with issues and trends that affect GGC;
- chairing or sitting on committees of the Board, and Committees and Task Forces of GGC, as required; and
- fulfilling the responsibilities of general voting Members of GGC

Members of the Board are volunteers and, as such, serve without compensation. Expenses incurred in conducting regular Board business will be reimbursed.

Directors will demonstrate expertise and experience as follows:

- Ability to separate issues of stewardship and governance from operational issues
- Strong leadership skills and the ability to influence key stakeholders
- Strong communication, listening and interpersonal skills
- Time management skills to meet demands of the role

## TERM OF OFFICE

Three (3) years