

ROLE DESCRIPTION : TREASURER OF THE BOARD OF TRUSTEES

TITLE: Treasurer of the Board of Trustees

TERM: In perpetuity upon election until resignation or termination

SELECTION: Appointed by the Board of Trustees

COMPENSATION: None

TIME COMMITMENT: At least 2 hrs meeting per month + 10 hours or more of work between meetings. Occasional weekend full days of work required.

The Board of Trustees is responsible for the Governance of Kites Trust. It is responsible for developing policies, providing strategic guidance to staff and monitoring their performance. The Board ensures that Kites Trust fulfils its purpose and serves as a wise steward of its resources while preventing unacceptable actions and situations.

Responsibilities of the Treasurer include:

- Overseeing the development of high-level financial policies and their review by the Board.
- Assisting in the preparation of the annual budget and its presentation to the Board for review.
- Ensuring that the appropriate monthly or quarterly financial statements are reviewed by the Board.
- Ensuring that the Board regularly monitors the organization's financial performance and alerts it to any important discrepancies between planned and actual figures.
- Ensuring that the organization maintains the appropriate financial books and records and that these are accurate and up-to-date.
- Ensuring that government tax filings and remittances are submitted on a timely basis.
- Ensuring that payroll and other liabilities are settled in a timely manner.
- Serving as a co-signer of cheques with at least one another signing officer.
- Ensuring that excess funds and reserves are properly held and invested.
- Verify that donations are handled appropriately and that grants and service delivery contracts are accounted for in accordance with the requirements of funders.
- Meeting with the external auditor annually, or more often if needed, to identify any financial control and record keeping problems or deficiencies and oversee action by the General Manager and financial officer to address them.
- Recommending to the Board the need for a review or renewal of the auditing services provided.
- Assisting the General Manager and Board Chair with the development and presentation of the annual report.
- Presenting the organization's financial report and recommending appointment or reappointment of auditor at the Annual General Meeting.
- Keeping the Board informed of important financial events, trends, and issues relevant to the organization along with the General Manager.

Required qualifications:

- Commitment to the organization's mission and strategic direction.
- An understanding of, and experience with, good financial management and reporting practices.
- A professional accounting designation may be required.
- An appreciation of the kind and level of financial information needed at a board level to support decision making.
- An ability to commit the time required to fulfill the responsibilities described.

ROLE DESCRIPTION : MEMBER OF THE BOARD OF TRUSTEES

TITLE: Trustee

TERM: In perpetuity upon election until resignation or termination

SELECTION: Appointed by the Board of Trustees

COMPENSATION: None

TIME COMMITMENT: At least 2 hrs meeting per month + hours of work between meetings.
Occasional weekend full days of work required.

The Board of Trustees is responsible for the Governance of Kites Trust. It is responsible for developing policies, providing strategic guidance to the General Manager and monitoring their performance. The Board ensures that Kites Trust fulfils its purpose and serves as a wise steward of its resources while preventing unacceptable actions and situations.

Responsibilities of the Board of Trustees include:

Strategic Direction

- Creating a strategic plan, vision and mission for the organization in partnership with Management.
- Ensuring that Kites is enacting its strategic plan in line with its mission and purpose consistent with any obligations arising from contracts for services negotiated with its stakeholders.
- Approving an annual business plan and budget detailing how the organization will enact its strategic plan.

Financial Management and Fiduciary Responsibilities

- Financial oversight and fiduciary stewardship.
- Reviewing and approving an annual budget and monthly/quarterly performance reports against budget, taking corrective action if needed.
- Ensuring an annual financial audit is completed and approving it.
- Appointing the financial auditor for the next year.
- Ensuring appropriate government tax filing is completed, as well as required Information Returns.
- Ensuring long-term financial sustainability of the organization.

Performance Management

- Managing and evaluating the performance of the General Manager against established policies and performance measures on the business plan, taking corrective action if needed.
- Monitoring and evaluating its own performance and the performance of individual Trustees, as well as that of the Chair and officers at least bi-annually to ensure governance excellence.

Policy Review and Legislative Compliance

- Producing written policies and regularly reviewing them to ensure they are up to date and complying with legislative requirements (including financial, operational, risk management, governance, human resources and health and safety).

- Ensuring that its organisation, operations and arrangements are consistent with its obligations under the law including the requirements in Employment Relations, Occupation Health and Safety, Privacy and Human Rights legislation.
- Ensuring policies are implemented by Management.
- Keeping up to date with legislative changes impacting the organization.
- Ensuring required updates to the business and Kites Board are filed on the Charities Registry website.

Governance and meeting attendance

- Attending most, if not all, meetings of the Board of Trustees.
- Participating in discussions, keeping informed about matters in front of the organization by reading the provided Board pack and engaging in sound decision making.
- Ensuring an AGM is held annually to approve the financial statements and appointing the auditor for the next year.
- Ensuring regular monthly meetings are held.
- Communicating effectively and respectfully with staff and Board of the Trustees.
- Ensuring Board nominations are held annually and that stakeholders are represented on the Board.
- Ensuring succession planning for the General Manager and Board. Recruiting new Trustees with competencies required to lead the organization.
- Appointing new Trustees as well as a Chair, Treasurer and Secretary at the AGM.
- Onboarding new Trustees.
- Ensuring ongoing personal and professional development to reflect best practice.
- Hiring a qualified General Manager and setting compensation.

Conflict of interest

- Declaring any conflict of interest relating to their involvement on the Board and removing themselves from decision-making if conflict is present.

Duty of Obedience

- Being faithful to the mission of Kites Trust in its policies and actions.

Duty of Care

- Ensuring fulfilment of his/her duties as a Trustee of Kites Trust and showing the care that an ordinarily prudent person would exercise in a like position and under similar circumstances.

Duty of Loyalty

- Always putting the best interest of Kites Trust first when making decisions affecting the organization.

CODE OF CONDUCT FOR KITES TRUST BOARD OF TRUSTEES

1. The Board commits itself to ethical, businesslike, and lawful conduct, including proper use of authority and professional decorum when acting as Trustees.
2. Trustees must demonstrate un-conflicted loyalty to the interests of the ownership of Kites Trust.

3. Trustees must avoid conflicts of interest:
 - a) At each trust Board meeting, trustees will state any actual or perceived conflicts of interest and these will be recorded in the minutes; It is the Trustees' obligation to immediately disclose to the Board any and all impending conflict of interest. That member shall absent herself or himself without comment from both the deliberation and final decision-making.
 - b) Information exclusive to Kites Trust shall not be used by Trustees for personal gain or the gain of a family member or associate.
 - c) Trustees must not use their positions to obtain employment or special considerations at Kites Trust. If a Trustee desires employment at Kites Trust, he or she must first resign from the Board.
4. Trustees will respect the confidentiality appropriate to issues of a sensitive nature.
5. Trustees are expected to attend every regularly scheduled meeting. A member with more than three consecutive absences from regularly scheduled meetings without notice is automatically dismissed from the Board. The Board may consider reinstating.

DECISION MAKING PROCESS

1. The Board will make decisions by a process of careful deliberation, seeking out the wisdom and experience of many voices as appropriate, which may include its moral ownership, consumers, staff, Trustees and others with knowledge of its mission.
2. The Board will strive for consensus of opinion in its decision-making;
 - If consensus is not reached after a reasonable period of deliberation, to be determined by the Chair, then a majority of members present will make the final decision through vote.