

HAE Canada Board of Directors Responsibilities

The Board of Directors has the responsibility of governing HAE Canada by overseeing organizational vision, direction and policy, assessing and managing risk, securing required resources, monitoring progress, and assisting with the leadership and general promotion of HAE Canada in support of the organization's mission and needs.

The Board of Directors consists of the Directors at Large and the Regional Directors. The time requirement of the Directors at Large varies depending on the position assigned to the specific director. Some Directors at Large are appointed to the Executive Committee Officer positions while the remainder are expected to be a member of a Committee. The time requirement for a Director at Large who is a member of the Executive Committee is at least 25 hours per month while the time requirement for the remaining Directors at Large (depending on their committee responsibilities) is expected to be 10-20 hours a month.

Responsibilities and Duties

The Responsibilities and Duties of the members of the Board of Directors include:

1. Ensure the organization complies with all government legislation;
2. Prepare and maintain governing policies and position statements;
3. Develop a long term strategic plan to guide the organization;
4. Assess and manage risk;
5. Review and approve the annual budget and funding plan;
6. Select and support the Administrative Staff / Contractors;
7. Annually review performance of the Administrative Staff in respect to the contract / their agreement;
8. Ensure Board and management succession is properly planned; and
9. Prepare the Vice-President to be properly trained and ready to assume the Presidency of the organization.
10. Fulfil the duties required by their specifically assigned position or as a member of a committee.
11. Accept and complete other duties as assigned by the Board of Directors.