

Effective: November 2022

Revision Date: n/a

Last Reviewed/Approved by Board of Directors: November 2022

BOARD PURPOSE:

The Board of Directors primary roles are to act as the governing body for the Thames Valley Education Foundation (TVEF), engage contacts and community stakeholders to support the Foundation, monitor the management of the TVEF finances and act as stewards to donor funds and establish policies and procedures that adhere to all requirements as contained in provincial and federal legislation Acts, rules and regulations that guide charitable foundations.

MEMBERSHIP AND COMPOSITION:

As outlined its By-Laws, the Board shall consist of the following nine (9) Directors:

- four (4) individuals who reside or are employed in the Catchment Area and who are not employees or trustees of the TVDSB or employees of the Foundation, and are selected through an application process;
- two (2) individuals who are members of the board of trustees of the TVDSB, and have been nominated by the board of trustees of the TVDSB;
- two (2) individuals who are members of the senior administration staff of the TVDSB, and have been nominated by the board of trustees of the TVDSB;
- one (1) individual with investment advisory experience and who does not (either individually or through an employer) provide investment advisory services to either the Foundation or to the TVDSB.

Candidates nominated for the TVEF Board of Directors will be elected by the Nominating Committee and approved by the TVEF Board of Directors.

QUALIFICATIONS:

Membership diversity is important to the board. Some ideal qualifications might include;

- Lived experience, shared perspective of people living with adversity, and a true practice of allyship
- Finance, Accounting, Investment Experience
- Legal
- Communications, Government Relations, and Public Service
- Fundraising
- Project Management
- Experience in Education Sector

- Community Service Clubs
- Corporate, Small Business
- Food Security (Distribution, Restaurant, Grocery, etc.)
- Parents of students in the TVDSB (preferably with School Council knowledge)

FREQUENCY OF MEETINGS/TIME COMMITMENT:

Regular board meetings occur 7 times per year (September, October, November, January, February – AGM, April and June). The chart below outlines an estimation of the time required to fulfill a role as a TVEF Board of Director.

Activity	Hours
Board meetings (7 per year, 1.5 hour)	10.5 hours
Preparation for board meetings (1 hour each meeting)	7 hours
Participation in events	6 hours
Social media participation (support events and campaigns)	2 hours
Special meetings, contact connection meetings, represent TVEF at community events	6 hours
YEARLY COMMITMENT	31.5 (approx. 2-3 hours per month)

VOTING:

Decision by consensus is encouraged but, if necessary, any action items may be decided by a show of hands. Each Director will have one (1) vote on each question raised at any meeting of the Board, and all questions will be determined by a majority of the votes cast. In the case of an equality of votes, the vote will be deemed to have been lost.

REPORTING/COMMUNICATIONS:

Minutes of all meetings of the Board will be recorded by TVEF Development Assistant and prepared for yearly audit. The Board will review meeting minutes from the previous meeting and approve or suggest changes to the meeting minutes as presented.

RESPONSIBILITIES:

As a member of the Board of Directors, your roles are to be a:

- Donor – to make a financial contribution to the Thames Valley Education Foundation, at a level that is meaningful to you
- Connector – to connect the Thames Valley Education Foundation with others who share your desire to support students in need in our school communities

- Ambassador – to speak and advocate on behalf of the Thames Valley Education Foundation with your personal and professional networks, with current donors and through social media
- Governor – to participate in the effective and successful functioning of the Thames Valley Education Foundation

Responsibilities include:

- To attend and actively participate in meetings and committees (as required);
- To ensure the basic legal and ethical responsibilities are fulfilled;
- To provide input, direction, approve, and occasionally revise long term plans for the Foundation;
- To engage in and develop strategic plans for the Foundation
- To oversee the Foundation’s programs, ensuring objectives are being achieved;
- To approve procedures, systems and policies concerning processing gifts/expenses, investments
- To promote the activities of the Foundation; and
- To support and represent the Foundation at special events.