

## Overview of Board Member Roles and Responsibilities

Article 7 of the Relationship Framework between the City of Toronto and RTCC provides that the basic roles of the RTCC Board of Management are to “manage the multi-purpose facility”, and appoint an Executive Director to be “responsible for exercising general control and management of the affairs of the community centre... “.

The more specific duties to achieve those ends detailed in Section 7.1.3 are:

- (i) The overall management, operation and maintenance of the community centre ensuring compliance with Chapter 24, all applicable laws and applicable City policies;
- (ii) The overall development, funding and management of all community centre programs;
- (iii) The approval of the annual administrative budget and global budget estimates for recommendation to Council;
- (iv) The approval of the annual report for submission to Council;
- (v) The approval of all programs including fees for the use of the facilities and programs if applicable;
- (vi) The development of resources to support activities, programs and services of the community centre;
- (vii) The hiring and evaluation of the community centre’s Executive Director; and the approval of the community centre’s annual financial statements for audit purposes and receiving the report of the Auditor.”

In order to carry out these responsibilities RTCC Board Members are expected to:

- Maintain their status as RTCC members in good standing;
- Fully understand the role of the Board as written in Article 7 of the Relationship Framework, and especially the responsibilities specified in Section 7.1.3;
- Attend all Board meetings and if unable to attend, to inform Board Chair as early as possible. Be on time for meetings and stay until they are adjourned;
- Participate fully in Board meetings, which includes doing any necessary preparatory work, including reading all Board package materials. Take on an appropriate share of the work of the Board and complete it as required;
- Participate fully in making Board decisions. Ask questions and seek information if anything related to Board operations or decisions is unclear or confusing;
- Support the final decisions even if not in full agreement with them
- Take responsibility to be familiar with, understand and abide by all RTC Board policies & procedures, including the Confidentiality and Conflict of Interest policies.
- Maintain confidentiality at all times and declare any conflicts of interest as immediately as possible;
- Participate fully in one or more Board committees;
- Appropriately represent and promote RTCC in the community.