



Community Services of Belleville and District (CSBD), established in 1978, is a multi-service, non-profit, community-based organization that provides a range of services and supports to individuals, children, and families in a number of defined areas. In addition to support provision, CSBD is mandated to respond to the specialized complex needs of some individuals and families using specific clinical interventions.

Funding for our operations is received from the Ministry of Children, Community and Social Services and through client fees and donations.

CSBD provides the following programs:

- Autism Services
- Alternative Dispute Resolution
- Adult Protective Services
- Behaviour Consulting Services
- Family Court Clinic
- Family Resource and Support
- Infant and Child Development
- Intensive Service Plan Coordination
- Supervised Access Services

### **Our Board**

CSBD is governed by a community-based volunteer Board of Directors. Our Board plays an important role in ensuring we meet the requirements of our funding agreements. Our Board of Directors has a responsibility for the leadership and stewardship of CSBD by establishing appropriate governance and risk management strategies to ensure delivery of the strategic objectives and outcomes, protection of assets, promotion of CSBD's Mission, Vision and Values, and for sustaining a long-term growth and viability of the organization.

Our Board of Directors has eight to twelve volunteer members. Members are elected annually at our Annual General meeting. Our members are drawn from the Hastings Prince Edward community.

## **What does the Board of Directors do?**

Although the Board does not take part in CSBD's day-to-day operations, the purpose of the Board is to provide leadership and oversight of CSBD. In providing leadership, the Board of Directors works with the Executive Director to uphold the organization's Mission, Vision and Values, and to support the outcomes CSBD is seeking and the strategies it will use to achieve them.

## **What skills and experience does the Board require?**

We require Board members with skills such as:

- Human resource management
- Delivery of health or social services
- Financial management
- Governance of business or non-profit organizations
- Knowledge of the legal system
- Community development
- Education or special education matters

## **Responsibilities:**

The Board of Directors governs CSBD and is the employer for all staff. While the Board does not manage the day-to-day operations, Board members:

- Have certain legally required duties, including but not limited to duties of care, loyalty, and obedience.
- Must sign and comply with a Statement of Confidentiality and respect Conflict of Interest Guidelines.
- Oversee the administrative, personnel, and financial management through monthly Board meetings.
- Set strategic directions.
- Ensure the agency is complying with Ministry funding agreements.
- Oversee policy development.
- Ensure positive relations with staff.
- Provide a forum for client or staff complaints.
- Review organizational and program reports.
- Read and understand the organization's Policies and Procedures.
- Complete an annual review of Policies required under Legislation and sign a declaration as to the review of the Policies.
- Promote the organization's Mission, Vision and Values to the community.
- Willing to provide a one (1) year commitment as a Board member.

- Attend and participate in meetings on a regular basis and participate in special events as necessary.
- Participate on a standing committee of the Board and serve on ad-hoc committees as necessary.
- Appoint new Board members in consultation with all other member of the Board.
- Actively participate in the Board's annual evaluation and planning efforts.

**Board meetings and time commitments:**

- The Board of Directors meet monthly on a regularly scheduled day and time.
- Meetings are typically no more than two hours in duration. For a meeting to take place 50% of the Directors plus 1 need to be present to allow for voting to take place during the meeting.
- Meetings are not typically scheduled during the months of July and August.
- The Annual General Meeting (AGM) for the Board of Directors is scheduled in the month of June or September.
- Board members are elected at the Annual General Meeting for a one year term.
- All Board of Directors should be in attendance for all meetings.
- All Board of Directors are voting members.

**Support to the Board:**

Board members are oriented to their role by the Executive Director and the Chair of the Board of Directors.

We provide Director's and Officer's insurance coverage for all members of the Board.