



**CHILLIWACK
CHAMBER OF
COMMERCE**
Where Business Happens!

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Chilliwack Chamber of Commerce, Role and Responsibilities of a Director

Introduction

Directors play a vital and important role in ensuring the success and effectiveness of the organizations on whose boards they have volunteered to serve. In a world where there are greater calls for accountability from a variety of stakeholders and an increase in the complexity of organizations, the responsibilities of Directors of non-profit organizations (NPOs) can be substantial. These responsibilities can be divided into two categories: (a) Contribution to Board Effectiveness, and (b) Legal and Regulatory responsibilities.

Chilliwack Chamber of Commerce, Role and Responsibilities of a Director Cont'd

Organizations gain the most from a board when its Directors are committed to working together in the best interests of the organization and when there is a serious commitment to effective participation. The following are some principles and general guidelines for maximizing the contribution you make to board effectiveness.

- Oversee the management of the affairs and business of the organization.
- Act honestly, in good faith and in the best interests of those who the organization is there to serve.
- Stay informed on matters relevant to governing the organization.
- Follow the guidelines or rules agreed on by the board regarding how it will govern and conduct itself, including board confidentiality.
- Not represent the interests of special groups or individuals over the interests of the organization.
- Come to meetings having read the relevant material in your board package and be prepared to discuss what is on the agenda.
- Make a concerted effort to attend all board meetings and to notify the Chair and Staff of your inability to attend any meeting.
- Ensure compliance with relevant acts, regulations, articles, by-laws and board policies.

In common law, the level of skill expected of a director is “what would reasonably be expected of a person of his knowledge and experience.” The CCOC Board of directors are bound by the federal *Boards of Trade Act* R.S.C., 1985, c. B-6. Although this act does not provide a list of specific duties, you may refer to the *Society Act*, R.S.B.C. 1966 c.433 for a more precise wording of director responsibilities.