



## **Rural Red Deer Restorative Justice (RRDRJ) Board of Directors**

### **Terms of Reference**

#### **PURPOSE:**

To provide governance and full management of the affairs of the Rural Red Deer Restorative Justice (RRDRJ) Society.

#### **The essential elements of governing include:**

- Providing guidance and direction,
- Establishing standards of organizational conduct,
- Providing oversight of all organizational performance,
- Ensuring the financial sustainability of the organization,
- Having knowledge of stakeholder expectations, needs, concerns, interests, and wants,
- Protecting and promoting the best interests of the organization.

#### **Duties and Responsibilities**

##### **1. Guidance and Direction**

- Establish the program mission, vision, objectives and goals,
- Identify the strategies required for successful achievement of mission,
- Provide management positions to facilitate mission
  - appoint and replace the Chief Executive,
  - monitor his/her performance,
  - approve the Chief Executive's compensation,
  - provide advice and counsel to the Chief Executive in the execution of the Chief Executive's duties,
  - ensure that plans are made for management succession and development.

##### **2. Standards**

- Establish standards and procedures of organizational conduct (policies, processes, conditions constraints and limitations that guide the work of staff and volunteers),
- Develop, approve, and monitor compliance with all major policies which govern the organization's operations.

### 3. Oversight

- Provide oversight of all organizational performance,
- Ensure the RRDRJ program supports the delivery of a safe, accessible, appropriate, and effective option for community-based response to crime,
- Monitor the organization's progress towards its goals.

### 4. Financial Sustainability

- Ensure the financial sustainability of the program
- Facilitate grant applications, and financial sponsorships
- Acquire supports and resources required for program operations
- Approve the budget and any expenditures that deviate materially from the approved budget.
- Ensure that systems are in place for maintaining the integrity of and implementing the organization's internal financial control and management information systems.

### 5. Stakeholder Knowledge

- Initiate activities to increase awareness of public and stakeholder opinion
- Facilitate community engagement and public relations activities

### 6. Protect and Promote Best Interests of Program

- Ensure that the financial results are reported fairly and in accordance with generally accepted accounting principles.
- Report at least annually, to program partners and sponsors.
- Represent and advocate for the RRDRJ program at municipal, county, provincial and national levels.

## Membership

**Board membership** shall not exceed 12. All officers (Chair, Vice Chair, Treasurer and Secretary) will be drawn from this membership and will be voting members of the Board. Appointment to the office of Chair, Vice Chair, Treasurer and Secretary shall adhere to the process outlined in the Society Bylaws.

**Term of office:** Two years with an option for the board to review and renew at the end of the term, recognizing that staggering the start and end terms of board officials supports continuity and effectiveness of the board.

## **Recruitment.**

Recruitment of members to the RRDRJ board will be supported by an appointed Board Development Committee consisting of at least two board directors and the Executive Director.

Recruitment is based on the need to fill membership gaps in the skill sets required for effective board governing including:

1. Financial Skill- Auditing background
2. Program expansion and development knowledge/background
3. Connections- Community and businesses
4. Education- Knowledge of Justice Work
5. Education- Knowledge of RJ Facilitation
6. Fundraising- Interest and knack
7. Geography- Red Deer County appointment
8. Geography- Lacombe County appointment
9. Police/Law enforcement
10. Youth at Risk related services
11. Program Executive Director

## **Meeting Frequency and Decision Making**

Minimally 9 meetings/year. Fifty percent of the membership shall constitute a quorum.

Decision Making is by Majority Vote.

The Board shall host an Annual General Meeting of the Society as part of the RRDRJ Community Advisory Council, in which, elections to office are held, and annual and financial reports are shared. All members of the public are welcomed.

## **Minutes**

Minutes are shared among members and available to members of the RRDRJ Community Advisory Council or general public as requested.