

## Ingersoll Support Services Inc.

### Policy: Functions and Responsibilities of the Board of Directors

Policy # B 2  
Section: Board Governance

Approved by the Board of Directors: March 19 2009  
Procedure Revision: May 2012, September 15 2016  
Reviewed and Effective: September 15 2017

Ministry requirement - yes

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*The Board of Directors will operate in accordance with the following activities:*

1. *Planning: The development of “**Long Range Plans**” and an “**Annual Plan**” by the Board of Directors in cooperation with individuals supported, the membership, and employees.*
2. *Policy: The establishment of value-based Policy statements to guide Board Governance **policies and procedures**.*
3. *Fiduciary: The formulation and approval of the **annual operating budget** of Ingersoll Support Services.*
4. *Authority and Delegation: The **consideration of recommendations** contained in reports, provided by the committees of the Board and the Executive Director.*
5. *The **evaluation** of operational procedures, supports and services provided by Ingersoll Support Services.*

### Procedure:

1. The Board of Directors in carrying out its responsibilities will establish action plans to address the activities outlined in the policy with respect to Board Governance and will delegate authority and responsibility for Agency Operations to the Executive Director.
2. This includes the delegation of fiscal authority to the Executive Director as per Policy B10.
3. The Board in carrying out its responsibilities will operate as a Board in public session, except when operating as a Committee of the whole Board in private session to discuss confidential matters. Confidential matters include personnel, property sale or purchase, or any other item the Board may determine by motion of the Board.
4. The Board must be sensitive to the expectations of and demands of the people accessing support and their families, the community, the membership, and others interested in the work of Ingersoll Support Services.