



# OAK RIDGES MORaine LAND TRUST

## **Board Awareness of Organization Policies**

### **Backgrounder for Directors, Committee Chairs and Officers**

#### **Introduction:**

The Board of the Oak Ridges Moraine Land Trust (ORMLT) has established a systematic Policy Framework to support its governing duties, liabilities and responsibilities. Policies are organized under basic categories e.g. Constitution & Mission, Trust Administration, Land Securement & Stewardship, Financial Management, Fundraising & Outreach.

Key policy documents including Terms of Reference for all Standing Committees and the current Strategic Plan etc. are included in the Board of Directors Manual that is posted in the ORMLT Dropbox for orientation and reference. Organization policies are reviewed and updated periodically by ORMLT Staff and Committees for Board approval.

#### **Policy Awareness and Board Diligence:**

Directors and Officers should have a good working awareness of the ORMLT governing policies, strategic program directions and fiscal priorities. Key policies and guides that are very helpful as part of routine due diligence for all Board Members, Trust Officers, Committee Chairs and the Executive Director (ED) are short listed as follows:

#### **Board Member/Director**

- ORMLT Articles of Continuance + Trust Bylaw #1
- Board Member/Director Job Description and Agreement
- Strategic Direction & Management Policy (SD&MP)
- Code of Conduct & Conflict of Interest Policy
- ORMLT Strategic Plan 2014 - 2016

In addition to the above, ORMLT Officers and Chairs of Committees should be aware of those policies and guides that relate to their specific programs and responsibilities and consult with the ED on these prior to making formal proposals or decisions.

#### **Board Chair and Vice Chair**

- Job Descriptions for ORMLT Chair and Vice Chair
- Terms of Reference for ORMLT Committees
- Guidelines for Chairs and Committees
- ED Job Description and Agreement

### **Board Secretary**

- Job Description for ORMLT Secretary
- Terms of Reference for ORMLT Committees
- Guidelines for Chairs and Committees
- ORMLT Records Management Policy
- AGM Guidelines & Procedures
- ORMLT Membership Policy
- Minute Taking Protocol
- Robert's Rules of Order

### **Board Treasurer**

- Job Description for ORMLT Treasurer
- Financial Management Policy
- Annual Budget Development Process
- Investment Principles & Management
- Financial Reporting (GAAP)
- Audit Requirements

### **Committee Chairs**

- Terms of Reference for their specific Committee
- Guidelines for the Chairs and Committee Meetings
- Annual Committee Work Plan and the Current Priorities
- Approved Budgets & Resources for work of their Committee
- Program Guides e.g. Land Securement Process for Land Chair;  
Donor Bill of Rights & Sponsorship Policy for Fundraising Chair;  
Budget Development Process for the Audit & Finance Chair

### **Executive Director**

- All of the Approved ORMLT Policies and Guidelines
- All current activity and progress in ORMLT programs
- Canadian Land Trust (CLT) Standards & Practices
- ED Job Description/Agreement + Work Plan

### **Acknowledgement:**

It is not expected that every Director and/or Officer will know every policy in full detail although those policies most related to their duties should become reasonably familiar. However it is important to know what policies do exist or not, where to find them (with ED advice) and when to consider these policies as part of routine diligence in making Board decisions. As a registered charity and as a land trust, the ORMLT has a high duty of care for its funds and property. Good governance depends on active contribution and commitment of our Board and Staff in the professional efforts of our corporation.