

## What is the Job of the Mills' Board of Directors?

**Overview: The Board contributes an aura of legitimacy, keeps an eye on the “long view”, handles upper level personnel issues and stays out of the way**

1. **Service and Leadership** – To be of service to the community. The work of the Board is a way to build “community capacity” or “social capital”
  - Offers collective engagement opportunity (voluntary association of people within the community)
  - Provides opportunity for service to the community (personal fulfillment)
  - Create an organizational focus so that the Mills makes a clear and positive contribution to the community
2. **Accountability and Integrity** – To be accountable to Mills' stakeholders for the organization's use of resources, its conduct and the impact it has on the community
  - Take responsibility to ensure that the Mills does what it says it will do
  - Ensure that the Mills is compliant with all relevant legal requirements
  - Ensure that the Mills acts in a manner which is consistent with its stated values – honest, ethical and prudent
  - Provide financial oversight
  - To be knowledgeable enough about operations to be accountable to stakeholders
  - Ensure that Mills activities and stewardship of resources are reported honestly and in a timely manner to stakeholders
3. **Evaluation** – To continuously monitor the performance of the organization and make adjustments to activities and policies based on what we learn through evaluation
  - Evaluate Board (self-assessment)
  - Establish organizational and leadership goals with Executive Director (ED) and hold ED accountable
  - Evaluate ED (annual appraisal and ongoing feedback)
  - Ongoing evaluation of all programs
  - Ensure that evaluation data are used to support organizational learning and quality improvement
4. **Community Relations & Development**
  - 4.1 To establish and maintain effective communication with Mills' key stakeholders
  - 4.2. To contribute to the development of healthy and inclusive local communities
    - Provide diversity of influences
    - Advocacy
    - Engage and represent community in setting Mills' policies and directions
    - Where appropriate, establish committees and task forces to broaden community involvement
    - Nurture/develop community relations and confidence
5. **Establish and Guide the Mills' Strategic Directions and Organizational Priorities**
  - Provide direction/focus on all 3 service areas (DS, Housing & Home Support)
  - Establish and regularly update the Mills' strategic directions (operational plan)
  - Policy formulation
  - Brain bank for ED (collectively and individually – act as resources and facilitate connections, network building)
  - Reflective space for ED (collectively and individually provide a sounding board and constructive feedback to support the work of the ED)