

THOMPSON COMMUNITY FOUNDATION

ROLES AND RESPONSIBILITIES OF DIRECTORS

The Board consists of twelve Directors. Officers are appointed by resolution of the Board at the first meeting of the Board following the annual general meeting.

ROLES AND RESPONSIBILITIES

The legal authority for Thompson Community Foundation is its Board of Directors.

The Board's Directors are appointed by a nominating committee consisting of:

- President of the Thompson Community Foundation
- Mayor of the City of Thompson
- Chairperson of the Thompson Chamber of Commerce
- President of the Thompson United Way
- Chairperson of the Thompson General Hospital Board
- Chair of the Mystery Lake School Board
- City of Thompson Recreational Director
- President of Thompson Citizenship Council
- President of the Board of the Ma-Mow-We-Tak Friendship Centre
- President of the Thompson District Labour Co-ordinating Committee

The Board's role is to set policy, and to question, analyze and monitor the management of the Foundation's affairs. There is opportunity to assist the Foundation's staff with operational functions where the Director has the time and interest.

Responsibilities include:

- Developing and approving strategic plans;
- Ensuring that effective and adequate financial controls are in place to protect invested funds and safeguard donor information;
- Evaluating management's effectiveness in implementing the strategic plan;
- Communicating with stakeholders;
- Ensuring the effectiveness of Board and management;
- Reviewing the necessary information to assess the Foundation's progress toward meeting its goals and objectives;
- Declare conflicts of interest and refrain from voting on such issues;
- Be diligent in attending and prepared for board meetings;
- Support the vision and mission of the Foundation through donations as appropriate to personal circumstances; and
- Be an advocate for the Foundation.

THOMPSON COMMUNITY FOUNDATION

The Board's Chair is the spokesperson for the Foundation, although the spokesperson role may be delegated, from time to time, to the Executive Director, Vice-Chair, or designated Board Member in the Chair's absence.

All committees are chaired by Board Members. Committee chairs regularly report to the Board of Directors. The standing committees of the board include:

Executive Committee: consisting of the Chair, Vice-Chair, Secretary, Treasurer and Executive Director who may meet at the call of the Chair. Its purpose is to ensure that appropriate actions are being taken to achieve stated objectives consistent with goals and policies established by the Board.

Finance Committee: monitors, evaluates, advises and makes recommendations to the Board concerning financial matters. This includes accounting policies and practices, internal control systems, the operating budget, external audits or reviews, and financial reporting. They report regularly to the board on financial matters.

Grants Committee: reviews, recommends and distributes grants at least annually as directed by the Board of Directors. Grants are funded primarily from the income earned by the Foundation's permanent endowment funds to registered charities and not-for-profit organizations primarily but not necessarily exclusively within the City of Thompson.

Fund Development Committee: in conjunction with the Executive Director (or designate), meet with and inform individuals and organizations within the community regarding the benefits available to themselves, their clients and future generations in perpetuity, should they contribute to the Foundation through a planned gift.

Communications/ Advertising Committee: keeps the community informed about the Foundation by producing and distributing information about the foundation as required, coordinate advertising, update social media accounts and the Foundation's website.

Events Committee: organizes and hosts special events to fundraise and generate public awareness of the Foundation. As well as events to honour and recognize donors, citizens and grant awards.

THOMPSON COMMUNITY FOUNDATION

QUALIFICATION FOR BOARD MEMBERSHIP

To be considered for an appointment to the Foundation's Board, a person must:

- live in the City of Thompson, or the R.M. of Mystery Lake
- have experience in community or civic engagement and/or be recognized for their special abilities, judgement and expertise in areas of importance to the Foundation
- be willing to embrace the Foundation's vision and mission of philanthropic leadership in the community and support its objectives
- have a reputation within their community and profession that would serve to enhance the public image of the Foundation

DIRECTORS LENGTH OF SERVICE

Board members are appointed for a three-year term. No member may serve more than two consecutive terms. A person who has served two consecutive terms may be reappointed after one year has elapsed from the time they ceased to hold office.

ADOPTED at a meeting of the Board of Directors of the Foundation:

Date: December 15, 2020

Chair	J. Pelk
Vice President	T. Krawetz
Vice President	S. Thethy