



**Good Beginnings Day Nursery Woodstock Inc.  
Board of Directors**

**POSITION: Director**

**POSITION SUMMARY**

To ensure effective governance, the roles and responsibilities of the board of directors of our organization have been defined as follows:

**RESPONSIBILITIES AND FUNCTIONS**

- To establish the mission statement, vision statement and guiding principles and overall direction of our organization
- To provide quality services and supports to the people we serve
- To ensure the financial stability of our organization
- To promote our organization within the community
- To undertake our own board evaluation, orientation, training and development
- To attend all board meetings

**The integrity of the board of directors is a cornerstone to effective governance. The following ethical principles should guide your actions as a board member.**

- **Good Faith:** You are expected to act in an impartial manner and not promote your own personal interests.
- **Fiduciary Duty/Loyalty:** You are expected to act in the best interest of our organization, demonstrating a sense of loyalty and respect for public accountability.
- **Law Abiding:** You must be truthful and lawful in your dealings on behalf of our organization.
- **Respect for Confidentiality:** In affairs of the corporation, you must respect confidentiality when requested.
- **Acknowledge Conflict of Interest:** You must not participate in discussion or decision making about any matter in which you may directly or indirectly benefit.

**POSITION: President and Vice President**

**POSITION SUMMARY**

In addition to the roles and responsibilities of a Director, the President and Vice Presidents' roles are defined as follows:

**RESPONSIBILITIES AND FUNCTIONS**

- To attend all board meetings

- To generally manage and supervise the affairs and operations of the Corporation
- To sign all by-laws
- That during the absence or inability of the President, their duties and powers may be exercised by the Vice President

**POSITION: Secretary**

#### **POSITION SUMMARY**

In addition to the roles and responsibilities of a Director, the Secretary's role is defined as follows:

#### **RESPONSIBILITIES AND FUNCTIONS**

- To act as the clerk of all of the board of directors
- To attend all board meetings
- To record all facts and minutes of all proceedings in the books kept for that purpose
- To give notices required to be given to members and to directors
- To perform other duties as may be determined by the board of directors

**POSITION: Treasurer**

#### **POSITION SUMMARY**

In addition to the roles and responsibilities of a Director, the Treasurer's role is defined as follows:

#### **RESPONSIBILITIES AND FUNCTIONS**

- To ensure that a full and accurate account of all receipts and disbursements of the Corporation are in proper order
- To disburse the funds of the Corporation under the direction of the Board of Directors
- To report on all transactions as well as the financial position of the Corporation to the Board of Directors
- To review monthly/annual financial statements and work with the Director of Finance and Human Resources
- To perform other duties as may be determined by the board of directors