



The 519 Board of Directors Program Participation Policy and Protocol

Background

The 519 is a Board of Management of the City of Toronto. The Board is elected by the membership and appointed by Toronto East York Community Council. Board members are in a position of authority and responsibility and are expected to uphold the highest standards of conduct in the course of their duties as 519 Board members. It is important for Board members to recognize that they have overall responsibility to broadly represent the interests of the organization, not only specific or individual interests.

As a policy-based Board, The 519's Board of Management provides vision, leadership and oversight to the organization. Members of the Board are expected to come prepared for meetings, participate and be engaged in decision-making, strategic planning, and various fundraising initiatives.

The 519 Board recognizes that its members may want to participate in 519 programs as this may benefit them or enhance their connection to the community. This participation may be difficult for community participants, staff, and the board members without a clear understanding of the role and limits of the Board member(s) in those programs.

It is important to understand that concerns of conflict of interest, undue influence, abuse of power or process and non-compliance with relevant legislation could place the organization at risk. Therefore the Board of Directors has developed the following policy/protocol to encourage board member participation, while at the same time ensuring that Board members are fully informed of their expected roles.

Scope of Policy

This policy applies to all appointed Board and Board Committee Members. All Board members are advised of this policy prior to running for the Board of Directors and are expected to abide by it at all times during the course of their duties.

This policy only applies to programs that are directly operated by the staff of The 519. Board members may participate actively in other events, or community activities at The 519 provided they are still in compliance with their overall Board responsibilities.

Board Participation Protocol

In order for appointed board members to participate in 519 directly operated programs, members must formally request approval to attend a program. This request is made to the Strategic Program and Planning Committee who will review the request in-camera and outline any additional limits (ex. due to issues of confidentiality, Board members may not utilize the counselling services at the 519).

Once the request has been reviewed, an appointed committee member will meet with the Board member and review the decision, related participation expectations if applicable. If participation is approved, the Board member is then requested to sign off that they have reviewed the participation expectations.

If there is an issue with the request that requires further clarification or an appeal of the committee's decision, then the matter will be referred to the Executive Committee for a final decision.

Participation Requirements and Parameters

The following parameters outline Board member participation in directly operated programs:

- Board members are welcome to participate in directly operated programs as community members however they may not participate in an official capacity or represent the Board in community programs without the express approval of Board
- Board Members are expected to follow the specific program participation requirements as all other participants – there is no special status and they will be treated fairly and equitably like all other participants
- Board members may not direct the work of staff at any time
- Board members may not direct the actions or activities of other community participants except to reinforce approved organizational policies
- If there is a concern or issue about program direction, or staff performance, Board members should speak to the Executive Director about their concerns. The Executive Director has delegated authority to manage all staff performance issues and will follow-up as they deem appropriate
- If a staff person has a concern they are unable to resolve directly with the Board participant, they are expected to report this concern to their immediate supervisor who in consultation with the Executive Director will determined follow-up

Program Evaluations and Service Reviews

Board members make decisions at a broad strategic level related to programs and services including funding decisions, allocation of resources, expansion and contraction of services, etc. It is important that Board members remain objective as possible and ensure they are making decisions in the best interest of The 519 as a whole and in keeping with our mission and mandate.

During the course of program evaluations and / or service reviews input from board participants will be structured to ensure opportunity for input while balancing various perspectives and decision-making structures (i.e. opportunities for influence).

Other Related Information

Board members serve at the pleasure of Council and are required to comply with the City's Code of Conduct for Local Boards. The 519 also requires Board members to comply with other relevant policies of The 519 such as but not limited to the Anti-Harassment and Discrimination policy, Conflict of Interest declaration requirements, and The 519 Board Code of Conduct.

APPROVED BY THE 519 BOARD – JUNE 21, 2010