

Mission

Owl Child Care provides a nurturing, play-based early learning environment to support each child in realizing their potential while giving families peace of mind.

Intent

To take overall responsibility for the governance of Owl, establish policy to provide direction for the organization, focus on strategic planning and monitor the overall performance of the Board, the ED and the organization.

Accountability to the membership

RESPONSIBILITIES

Direct...Organizational Performance

1. Articulate the mission, values, beliefs and guiding principles of Owl.
2. Identify strategic priorities and adopt a strategic plan. Establish clear performance indicators for organizational performance in relation to pre-defined goals and targets, ensuring accountability.
3. Develop an annual plan of Board work to be completed in conjunction with the annual budget and evaluate progress regularly.
4. Approval of annual work plans for all Board committees.

Protect ...in the interest of Members

5. Ensure policy and procedures are in place to minimize risk to the organization and its members.
6. Maintain, review, audit: governance policy to minimize risk to the organization and its members
7. Ensure fiscal viability of the organization through a fund development strategy that includes the establishment of revenue diversification targets by funding source.
8. Appoint an auditor annually
9. Conduct a regular review of the by-laws and recommend changes for approval at the Annual General Meeting
10. Ensure the integrity of internal controls for financial management

11. Develop a risk management framework for strategic (including financial), operational (including emergency and partnerships), leadership and reputation. Determine how much risk is too much risk on major undertakings of the organization.

Respect ...Members' Expectations

12. Develop, approve and implement a 2-way communication strategy between Owl and its members. Provide advice to staff on the implementation of said strategy.
13. Ensure programs of Owl are relevant to our members and other stakeholders and incorporate feedback.
14. Assure stakeholders of Owl's financial health and the integrity of the organization's reported financial performance and compliance.
15. Review and approve position statements on advocacy issues, as presented.

Reflect...on Organizational Results

16. Review the strategic plan on an ongoing basis to manage changes to strategic priorities and review progress towards performance indicators.
17. Approve and monitor the annual budget, including changes to child care fees.

Select & Expect...great Board-Management Interaction

18. Select and retain an Executive Director. Provide regular and effective performance management tied to organizational performance indicators.
19. Uphold the Board and ED's Code of Conduct.

Connect...for Healthy Board Relations

20. Implement and monitor a strategy to fully engage all Board directors in an effort to create an environment where board members are willing to both understand and challenge each others' perspectives as they work towards shared expectations.
21. Ensure an effective succession plan is in place for key leadership positions within Owl.
22. Facilitate a regular board evaluation process, including committee evaluations and individual evaluations of Board directors and committee chairpersons. Implement actions plans that may arise from the evaluation process

Term

- Term as defined within Owl's corporate by-laws.

Membership:

The affairs of the corporation shall be managed by a board of up to fifteen (15) directors with a minimum of one director representing each child care centre.

- President
- President-elect
- Secretary
- Treasurer
- Past President (as applicable)
- 10 – 11 Directors
- Executive Director (ex-officio; voice, no vote)

It is expected that each Board director will actively participate in a minimum of one committee (standing or ad hoc) or act in an advisory capacity to management as part of his/her role.

Reviewed & Approved by the Board of Directors

President, Board of Directors

Date

Executive Director

Date