



**North Peace Housing Foundation  
Board Governance Handbook**

<b>Section</b> 1.0 BOARD GOVERNANCE		<b>Subject</b> <i>1.3 BOARD OFFICERS</i>	
Page 1 of 1	<b>Board Motion</b> 08.07.18	<b>Effective Date</b> 04 JUL 2018	<b>Last Revised Date</b> 04 JUL 2018

**BOARD OFFICERS** Officers of the Board shall be appointed from among the Board members in the manner and at the times the Board determines appropriate at the Board's annual organizational meeting; this includes the Chairperson, the Vice-Chairperson and any other officers of the Board that the Board deems necessary.

**TERM OF OFFICE** The Chairperson, Vice-Chairperson or any other officers of the Board shall be for a one-year term.  
  
The Chairperson, Vice-Chairperson or any other officers of the Board may hold consecutive terms of office as long as the officer is a member of the Board.

**EX-OFFICIO MEMBERS** The Chief Administrative Officer and the Senior Management Staff of the Foundation (herein after referred to as 'CAO' and 'Directors') shall be ex-officio members of the Management Body Board. The duties of ex-officio members include, but are not limited to:

- (a) Issue notices of all regular and special meetings on order of the Chair;
- (b) Cause to be kept – minutes of each board meeting, a copy of which is to be sent to each member of the Board;
- (c) Give at least 72 hours notice of either regular or special meetings to each Board member;
- (d) Requisition from contributing municipalities a portion of the Management Body's annual Lodge operating deficit according to the Municipality's Equalized Assessment, and approval of the Management Body Board;
- (e) Deposit funds and pay bills;
- (f) Maintain necessary accounting books and records;
- (g) Deal with correspondence, and
- (h) Other duties as determined by the Board
- (i) Act as signing officer with (3) three members of the Board
- (j) Be the custodian of the Seal of the Management Body.

Adopted By:   
Sandra Eastman (Board Chair)

Date: July 4, 2018