



Section 4.0 CODE OF CONDUCT		Subject <i>1.4 BOARD RESPONSIBILITIES AND ACCOUNTABILITIES</i>	
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PURPOSE The Board's primary obligation is the stewardship of the Foundation. Stewardship is achieved by:

- 1) Governing the Foundation in a manner that ensures optimal organizational performance, and
- 2) Fulfilling the Foundation's mandate under the Alberta Housing Act and the Ministerial order establishing the Foundation.

GOVERNANCE MODE The Board commits to and employs a policy mode of governance.

 The Board will exercise effective governance by:

- 1) Adopting the principles of generative governance;
- 2) Emphasizing future-oriented, outward vision;
- 3) Utilizing strategic stewardship;
- 4) Maintaining clear distinctions between Board and Chief Administrative Officer roles, and
- 5) Making informed decisions.

 At all times, the Board will conduct itself in an ethical, prudent and lawful manner. Directors will exercise their authority professionally while maintaining an appropriate level of decorum.

ACCOUNTABILITY The Foundation is a management body established pursuant to Provincial legislation; its members are representatives from the twelve regional municipalities. The Foundation receives funding from both the Province of Alberta and the tax base of member municipalities and it is, therefore, essential that the Board maintain a solid working relationship and open lines of communication with all entities.

 Accordingly, the Board will:

- 1) Periodically invite representatives and elected officials from the Province of Alberta and the member municipalities to meetings of the Board and the Foundation.
- 2) Make, in a timely fashion, all returns and submissions as may be required by law and the relevant governmental authorities and make such other returns and submissions as the Board may deem appropriate in pursuit of the foregoing.
- 3) Establish, update and maintain a strategic plan by which both the Province of Alberta and the member municipalities may be informed of the Board's proposals for the operation of the Foundation on a prospective basis, and
- 4) Advise, on a continuing basis, both the Province of Alberta and the member municipalities of the challenges and opportunities that lay before the Foundation.



North Peace Housing Foundation
Board Governance Handbook

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COMPETENCE AND TRAINING Board skills, methods and supports shall be sufficient to ensure sound governance and shall be updated as necessary. The Board shall consciously invest in its ability to govern effectively and efficiently and shall employ training and monitoring where necessary and practical. This shall include, but is not limited to:


- 1) Training for new Board members as a means of orientation and acclimatization to Board procedures and operations;
- 2) Additional training for existing Board members, where applicable, to maintain and increase member skills and understanding as well as overall Board efficiency; and
- 3) Utilization of external monitoring procedures, where necessary and practical, in order to effectively evaluate performance and to minimize internal, institutional bias.

FINANCIAL AUDIT The Board shall, at all times, ensure the financial integrity of the Foundation in accordance with both statutory requirements and sound governance practices. Accordingly, the Board shall ensure that a financial audit of the Foundation is carried out by a qualified independent external auditor on an annual basis.

In doing so, the Board shall:

- 1) Select an auditor through a request for proposals process;
- 2) Appoint an auditor for the current year at each Annual General Meeting

Adopted By:


Sandra Eastman (Board Chair)

Date:

