

Board of Directors

6. The board composition rules and member names are available in publicly accessible areas.

Yes No

7. The Board of Directors abide by procedures as defined in the organizational by-laws and procedures that include the following:

at least five directors that meet the legal qualifications of a director

Yes No

no employees of the corporation or their relatives can be directors

Yes No

guidelines for board members' suspension/termination

Yes No

Terms of Reference for the Board of Directors specify, roles, authority and responsibilities

Yes No

term of office includes: when and how the election, appointment and removal of officers take place

Yes No

outline board members' voting power

Yes No

signing authorities are defined (minimum of two, one of which is a board member)

Yes No

Board meetings

8. The general membership can easily access meeting dates. Meeting occur at least quarterly.

Yes No

9. Meeting minutes are accessible to the general membership

Yes No

10. Meeting attendance is sufficient for quorum

Yes No

Annual (General) meetings

11. Members receive notice of the date, time and location of the meeting not less than 10 days before the meeting.

Yes No

12. Annual General meeting is held in accordance with the by-laws and all legislation necessary for not-for-profit incorporations.

Yes No

Established board of practices

13. The board holds board orientation for new board members.

Yes No

14. Board training opportunities are shared at board meetings and noted in the minutes.

Yes No

15. The Board of Director's liability insurance policy is reviewed at least annually.

Yes No

Two signatures of official signing authorities are required on this form.

By signing below, I attest that the information provided above is true and accurate.

Owner/Operator - Signature

Owner/Operator Name
(Please print)

Date

Owner/Operator - Signature

Owner/Operator Name
(Please print)

Date

Children's Services Division Use Only

Comments: _____

Items enclosed: _____

Date received: _____

Reviewed By: _____