

<p style="text-align: center;">FANSHAWE COLLEGE FOUNDATION BOARD OF DIRECTORS' POLICY MANUAL</p>
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CATEGORY B – BOARD PROCESS

TITLE: Terms of Reference of the Board of Directors

POLICY NUMBER: **B-01**
EFFECTIVE DATE: 2008 03 06
REFERENCE: 502

MANDATE:

1. To govern the Fanshawe College Foundation and ensure it achieves its purpose which is:
 - 1.1 To organize and lead fundraising initiatives working in collaboration with Fanshawe College and its alumni;
 - 1.2 To create philanthropic sponsorship and partnership opportunities;
 - 1.3 To develop and implement regional programs to attract donors, sponsors and partners;
 - 1.4 To cultivate relationships with prospective donors, sponsors, alumni, Fanshawe College Board of Governors, and other partners;
 - 1.5 To steward donors, sponsors and partners;
 - 1.6 To allocate funds specifically to the priority needs of Fanshawe College.

RESPONSIBILITIES:

2. Policy Development
 - 2.1 Board leadership requires, above all, that the Board provide vision. To do so, the Board must first have an adequate vision of its own job. That role is best conceived neither as volunteer-helper nor as watch-dog but as trustee-owner. Policy Governance is an approach to the job of governing that emphasizes values, vision, empowerment of both board and staff, and the strategic ability to lead leaders.

2.2 The Board of Directors is responsible for developing and updating Board Policy described in the following areas:

2.2.1 Foundation Directions

The Board defines which priority needs are to be met, for whom, and at what cost. Written with a long term perspective, these mission-related policies embody most of the Board's part of long-range planning.

2.2.2 Board Process

The Board determines its philosophy, its accountability, and specifics of its own job.

2.2.3 Board-Executive Relationship

The Board clarifies the manner in which it delegates authority to staff as well as how it evaluates staff performance on provisions of the Foundation Directions and the Operational Expectations policies.

2.2.4 Operational Expectations

The Board establishes the boundaries of acceptability within which staff methods and activities can be responsibly left to staff. These limiting policies, therefore, apply to staff means rather than to ends.

MONITORING (Accountability):

3. The Board is responsible for ensuring the College is fulfilling its mission and achieving its goals with responsible management of resources by:
 - 3.1 Monitoring the outcomes of the Foundation and the performance of the Executive Director to ensure the established goals are being achieved;
 - 3.2 Ensuring compliance with applicable laws, regulations, and statutes;
 - 3.3 Undertaking every three years an in-depth review of the strategic directions.

COMPOSITION:

The size and composition of the Board is prescribed in By-Law No. 1.

TERM OF OFFICE:

Directors shall be elected or appointed according to By-Law No. 1.