

## **Board of Directors for HSCC 497**

### **Responsibilities of Directors and the Board as a Whole**

The board of directors is responsible for the governance of the condominium corporation. The directors have a duty to “act honestly and in good faith”. Directors should take care not to put their own interests ahead of the interests of the condominium corporation. In fact, the law requires directors to act “in the best interests of the corporation”.

Directors are responsible for the running of the condominium corporation and for its physical and financial well-being.

Directors elected by unit owners should be prepared to:

- take on the responsibility in representing the unit owners,
- accept that their decision-making responsibilities have far reaching consequences,
- possess some previous experience in business matters,
- possess previous organizational or people management experience,
- abide by a set Code of Ethics,
- successfully complete a mandatory training course within 6 months of appointment or election to the Board.

Responsibilities of the Board as a whole include:

- management of the corporation,
- providing oversight and financial guidance to community committees that fund raise on behalf of the Villages of Brantwell or receive funds from the Board,
- presenting issues and projects to their board,
- developing policies for board approval, communicate with residents and owner,
- solving difficult issues,
- making decisions on major repairs and maintenance of buildings and grounds,
- communicating regularly with the condominium owners,
- maintaining and repairing the assets of the corporation,
- hiring specialists, like engineers, to update the reserve fund study every three years
- fiscal responsibility for the corporation,
- upholding and enforcing legislation such as the Condominium Act, the declaration, and all condo by-laws and rules,
- conducting succession planning activities for Board position recruitment.

President:

- provides general supervision of the business and affairs of a condo corporation,
- faithful to the declaration and rules,
- inspire boards to move ahead with projects.

Secretary:

- the custodian of the corporation's records (to ensure accuracy, electronic storage, and accessibility to owners of official Board and Condominium documents),
- responsible for minutes taken at meetings (although he/she may not be the one who takes them),
- send notices sent to residents for the annual general meeting.

Treasurer:

- responsible for the finances of the condo, including making sure that the financial statements are accurate, the budget is done in a timely fashion, and the reserve fund is sufficient,
- responsible to present to the board a plan for the investment of funds.

Vice President:

- perform some of the president's duties if they so agree and replace him or her when absent,
- chair meetings during the president's absence,
- take on specific duties as assigned by the board or President.

Director at Large:

- take on the responsibility for managing the condominium property and its business affairs,
- take on specific duties as assigned by the board or President.

## Board Liaison Role

As a member of the Board of Directors of *the Villages of Brantwell* (HSCC497), each board member is required to take on a liaison role with one or more of the committees of the board each year.

Committees of the board have a chair or co-chairs who are responsible for convening meetings, communicating with their committee members and recruiting new members.

The purpose of the Board Liaison is to provide a relevant exchange of information between the committee to facilitate continuity in communication and information-sharing between the committee and the board to foster support for the activities of the committee. The Board Liaison will carry recommendations and requests to the Board for approval. The Board liaison will also provide updates to the Committee(s) with which they liaise, as appropriate.

The responsibilities of the Board Liaison include:

- attending committee meetings, in addition to board meetings
- providing relevant information to support the committee in planning its activities, making decisions and, seeking approvals
- providing an update report to the board that includes highlights of activities, requests, recommendations, and current bank balance. If little to report, this can be done orally. If new information is being provided, or approval is being sought from the board, a written report is preferred
- ensure planned activities or actions of committees aligned with By-Laws, Rules & Standards and practices of the Corporation, as well as regulations and laws by governing authorities (municipal, provincial, federal)

Tenure of Board Liaison roles are reviewed annually by the board as a whole, prior to the AGM

Committees of the Board include:

1. Clubhouse Committee
2. Communications Committee
3. Maintenance & Operations Committee of Common Elements (MOCCE)
4. Parkland Committee
5. Rules & Standards for Owners Committee (RSOC)