



MANDATE OF THE BOARD OF DIRECTORS

Mandate of the Board of Directors for the Montreal Fluency Centre

The role of the Montreal Fluency Centre's Board of Directors is to provide strategic leadership, set direction and strategy, ensure necessary resources, and provide oversight to advance the organization's mission and vision. The Board upholds accountability, ensures sound financial management, supports executive leadership, and oversees its operations to maintain effective governance. As ambassadors, board members enhance visibility, build relationships, and secure funding to ensure the organization's sustainability and impact.

Requirements or Responsibilities

1. Governance and Oversight

- Provide strategic direction and ensure alignment with the organization's mission and vision.
- Monitor and evaluate the effectiveness of the organization's programs, policies, and services.
- Approve budgets, financial statements, and annual reports to ensure fiscal accountability.
- Uphold and adhere to the organization's bylaws, policies, and code of ethics.

2. Fundraising and Financial Support

- Make a meaningful personal financial contribution annually, demonstrating your commitment to the organization, with a goal of 100 percent board participation.
- Actively participate in donor cultivation, solicitation, and stewardship.
- Leverage your personal and professional networks to help secure resources and opportunities for the organization.

3. Ambassadorship

- Act as a public advocate and ambassador for the organization's mission, programs, and initiatives.
- Attend and participate in events, fundraisers, and other organizational activities.
- Promote the organization within the community and your personal and professional circles.

4. Participation and Commitment

- Prepare for and attend at least 80% of board meetings (typically four times yearly, with an additional board one-day retreat). Additional committee meetings for members acting on committees could add up to several additional meetings per year.
- Actively participate in at least one board committee.
- Stay informed about the organization's operations, environment, and challenges.

5. Support for Leadership

- Hire, evaluate, and provide constructive feedback to the Executive Director.
- Maintain a collaborative and supportive relationship with the Executive Director and senior staff, while respecting proper channels of communication.
- Avoid micromanagement, focusing on strategic oversight rather than operational details.

6. Compliance and Accountability

- Ensure compliance with all legal, financial, and ethical obligations.
- Avoid conflicts of interest and disclose any potential or actual conflicts promptly.
- Participate in board self-assessments and training as required.

Membership

The Board of Directors is composed of 3 to 20 individuals who are committed to the advancement of the MFC.

Terms

Directors are elected to the Board for two-year terms, renewable. The terms may be staggered to ensure continuity.

Staff Support

The Executive Director of the MFC and the Executive Administrative Assistant shall provide direct support for the Board.

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