

FREQUENTLY ASKED QUESTIONS

What is the Youth Centre?

The Youth Centre is a community health centre accessible to all youth of Ajax and Pickering between the ages of 13 and 26. The Youth Centre offers free and confidential medical services, counselling, young parent support, outreach and health and wellness programs at various locations throughout Ajax and Pickering.

Who is on the Board of Directors?

The majority of Directors reside or work in Ajax or Pickering and are reflective of the population of youth and their families. Directors must be at least 18 years of age.

What skills, experience, or knowledge would be an asset to the Board?

Leadership of groups and/or teams; involvement in the community; experience in advocacy of just causes; a passion for the growth and well-being of our youth; finance or accounting experience; media relations or communication experience; business management; marketing; human resources; strategic planning; policy development; fundraising and resource development.

Are there any specific requirements?

Yes, those selected to serve on the Board or as a community representative will be required to sign the following; a confidentiality agreement, a conflict of interest agreement, the Board of Directors Agreement (Directors only) and a Corporate Membership. They will also need to provide a Criminal Reference check conducted within the last 6 months.

What is the time commitment?

Members are required to prepare for and attend one Board meeting per month between September and June, as well as one committee meeting per month. Meetings typically last 2 hours but vary from time to time. In addition, there is the Annual General Meeting and an Orientation session and occasionally other meetings or educational opportunities associated with Board business. Each term is 2 years in duration and a maximum of 3 consecutive terms may be served.

What is the role of the Board? What are the meetings generally like? What will I be asked to do?

Role of the Directors of the Board:

- *Attending (on time) and actively participating at monthly Board and Committee Meetings, when not able to attend, the member will make staff aware of this in a timely way;*
- *Preparing for Board meetings by reading the Board package prior to meetings and contributing opinions and asking questions as needed;*
- *Attending and participating at the Orientation Session and other sessions as may be determined by the Board;*

- *Participating, and leading when necessary, on a standing or ad hoc committee of the Board; and in Centre special events when possible;*
- *Understanding the legal responsibilities and financial accountability as a Director of the Corporation by acquainting oneself with Policies and Procedures of The Youth Centre, especially those relating to governance and the roles of the Board. Understanding the personal responsibility and potential liability assumed by having their decisions count towards the success or failure of the organization;*
- *Evaluating annually both the performance of the Board of Directors and their contributions (time, talent and material) to the Board and The Youth Centre;*
- *Sharing any concerns and positive feedback the Director may have with the Board in regard to the leadership of The Youth Centre;*
- *Reviewing/ revising Board Policies and Procedures; Committee structure and terms of reference; the Corporation's By-laws;*
- *Participating in discussions on the organization's mission, vision, values and principles and providing support to the ED and staff in their work to achieve them;*
- *Participating in fundraising, when required, and promoting awareness of The Youth Centre by committing time and personal skills towards this effort;*
- *Identifying what information the ED should report on a monthly basis to fulfill legal responsibilities and additional information as required;*
- *Developing and participating in the implementation of a strategic plan for The Youth Centre every 3 years and monitoring progress on an on-going basis;*
- *Complying with Confidentiality and Conflict of Interest Policies as well as all other related Board Policies;*
- *Directing all communication through the Board and Committee Chairs.*

Meetings begin promptly and are conducted in a business-like and respectful manner. Staff often attend the meetings to present their area of expertise and answer questions. There are usually many items on the agenda that must be covered but a sense of humour is valued and an effort made to keep things light whenever possible.

Once I apply to join the Board, what happens next?

The application questionnaire you have completed will be reviewed and you will be contacted by The Youth Centre. Any questions you have will be answered and an interview arranged with a current member of the Board as well as the Executive Director or designate. Once the interview process has been completed with all applicants you will be contacted and those selected to stand for election, who agree in writing to do so, will be presented at a Board meeting prior to the Annual General Meeting. A slate will be posted at The Youth Centre 14 days in advance of the Annual General Meeting. It is at the Annual General Meeting that membership votes in the new Directors.

What are the legal factors I need to be aware of?

The basic responsibility of Directors is to represent the interest of the members in directing the affairs of the organization, and to do so within the law. In representing the members of the organization and acting as their 'trustee', directors have three basic duties:

- 1. The duty of diligence; this is the duty to act reasonably, prudently, in good faith and with a view to the best interests of the organization and its members;*
- 2. The duty of loyalty; this is the duty to place the interests of the organization first, and to not use one's position as a Director to further private interests;*
- 3. The duty of obedience; this is the duty to act within the scope of the governing policies of the organization and within the scope of other laws, rules and regulations that apply to the organization.*

It is important to note that the duties of Directors of non-profit organizations are essentially no different than the duties of directors of for-profit corporations.