**EXPECTATIONS OF MEMBERS OF THE BOARD OF DIRECTORS OF THE SCL CHILDREN’S FUND**

Members of the Board of Directors are expected to share in and act to further the mission and objectives of the Foundation. Unlike some other Foundations, the SCLCFC does not have any ongoing paid staff members. Therefore, in addition to their duties of overseeing the financial health, conduct and viability of the organization, Directors are expected to participate in performing the tasks necessary for the Foundation to carry out its work. This participation may take many different forms.

The Board generally meets in person or by Zoom once every two months but may meet more, or less, often depending on needs. Directors are expected to attend Board meetings on a regular basis. The Foundation also holds its AGM once a year, and Directors are expected to attend. Directors will also normally be expected to join at least one of the Standing Committees that do most of the actual work of the Foundation and which bring options to the full Board for discussion and final decision. Most often, before joining the Board, Directors have already served on a committee and become familiar with some of the work and procedures of that Committee and of the Foundation generally.

Directors must maintain their membership in the Foundation, typically renewed annually. They are also expected, within the limits of their abilities, to contribute financially to the health of the Foundation.

Directors engage in various activities that help the Foundation to complete its work and serve the children. There are a wide variety of duties that a director might perform, including (but not limited to):

* Chairing a Standing Committee (current Committees include Fundraising, Program, Finance and Audit, Development, Membership and Nominating), organizing its meetings, and reporting to the full Board on its activities
* Taking minutes at Board meetings or Committee meetings
* Helping to plan and organize fund-raising events or drives
* Monitoring and tracking on-line and EFT donations
* Sending out tax receipts and thank you notes to donors
* Identifying potential projects which fit the Foundation’s mandate, meeting with other organizations to shape and help carry out those projects, and assisting with monitoring and evaluating the progress of the projects
* Helping to maintain the Foundation’s website, including by reviewing it regularly to identify the need for updates or changes, or by writing summaries of our activities for uploading to the website
* Monitoring the Foundation’s email account and responding to communications
* Maintaining an up-to-date membership list and notifying members of the need to renew
* Identifying potential new recruits to Committees or the Board, providing the Board with information about their credentials
* Providing expert legal advice to ensure that the Foundation remains in full compliance with all laws and regulations
* Preparing or reviewing interim and final financial statements
* Reviewing the Foundation’s investments and advising on investment strategies