

Policy Statement

While the position of Director on the Board of the Engineering and Geoscience Education Foundation Inc. (EGEF, the Foundation) is a non-remunerated or volunteer role, the expectations and responsibilities of the Director are no less than in a paid role. Directors of the Board have a right to, and are expected to participate in, orientation sessions to familiarize themselves with their roles and responsibilities. Directors are expected to be prepared to make sound decisions. Volunteers are similarly no less responsible than if they were in a paid role.

Scope

This policy applies to all directors (including officers) and volunteers of EGEF.

Policy Provisions

“The primary duty of the foundation board... is to remain loyal to its stated mission and priorities.” * To facilitate the competent and effective execution of the Board’s duty, all Directors must participate in orientation sessions and must read and understand the documents that govern the actions of the Board. All Directors are expected to come prepared to meetings. All Directors are expected to know what their responsibilities are. Volunteers are similarly expected to participate in orientation sessions and understand the obligations of their roles.

Procedures

Officers of the Board, newly elected Directors, Directors of the Board, and volunteers must act as follows:

Officers of the Board

Annually, hold a special meeting of the Board for the purposes of reviewing its responsibilities. This orientation session should take place before the first Board meeting of the new cycle (i.e. before the first Board meeting after the AGM). The meeting can be facilitated by a seasoned Board Director, an Officer of the Board, or an outside facilitator, expert in the responsibilities of foundation boards.

Give an administration package to new Directors within two weeks of their being elected to the Board. This package shall include, but not be limited to, the following documents:

- Policies and procedures
- Bylaw
- Code of Ethics
- Strategic Plan
- Job descriptions
- Minutes of board meetings of the year in which the Director was elected to the Board

Give the new Directors opportunities to ask questions about the administration package. These opportunities can take the form of mentorship meetings with one or more of the Officers, and/or time before or during Board orientation sessions for new Directors to ask questions.

Give all new Directors the attached form—Acknowledgment (for Directors)—to sign, signifying that they have read and understood the documents in the administrative package. The Treasurer or Secretary shall keep the signed form as part of the Foundation’s records.

* Board Source. “Foundation Board Basics”. Retrieved June 21, 2021, from <https://boardsource.org/resources/foundation-board-basics/>

Give all new volunteers the attached form—Acknowledgment (for Volunteers)—to sign, signifying that they have read and understood the documents in the administrative package. The Treasurer or Secretary shall keep the signed form as part of the Foundation's records.

New Directors

Familiarize yourself with all documents in the administration package prior to signing the acknowledgement form, and prior to the Board orientation and/or your first Board meeting following your election.

Ensure that you are prepared to make decisions at Board meetings. Seek clarification on any agenda items that you are unsure about.

Know what your responsibilities are as a foundation Board Director.

All directors

Read all relevant material prior to Board meetings to prepare for the decisions you will be expected to make.

Come prepared to participate.

Be prepared to take on part of the workload of the Board.

All volunteers

Read all material that you are given that describes the duties of the role you have accepted.

Criminal record check/police record check

- All new Directors must provide a criminal record check/police record check (term used may vary across jurisdictions). EGEF will provide written verification that a check is required.
- Volunteers may be required to provide a criminal/police record check, at the discretion of the Board.
- With Board approval, a check obtained within six months prior to joining EGEF may be acceptable. Examples: a check obtained for employment purposes or for another charitable organization.
- Should an existing Director or volunteer be convicted of a criminal offense, the Director or volunteer must report it immediately to the Board.
- The Executive Committee of EGEF will convene a meeting as soon as possible following the reporting of a criminal conviction, to determine whether the Director or volunteer so convicted should be removed as a Director or volunteer from EGEF.
- The fee for a criminal/police record check is an allowable Board expense.

Forms

The *acknowledgement form* that all new Directors must sign after reading the documents in their administration package and having had an opportunity to ask questions or clarify areas of concern, is attached to this policy.

The *acknowledgement form* that all new volunteers must sign after reading the documents in their administration package and having had an opportunity to ask questions or clarify areas of concern, is attached to this policy.

v.1 Approved November 17, 2021

v.2 Approved October 8, 2024

Acknowledgment (for Directors)

By my signature, I acknowledge that I have read, understand, and agree to abide by the policies and procedures of the Engineering and Geoscience Education Foundation Inc. (EGEF) and Code of Ethics that I received in my administration package. Those policies and procedures include:

- Conflict of Interest Policy
- Director and Officer Removal Policy
- Discrimination and Harassment Policy
- Discrimination and Harassment Procedure
- Donor Recognition Policy
- Privacy and Data Protection Policy
- Gift Policies
- Risk Management Policy
- Director and Volunteer Orientation and Expectations Policy
- Election of Directors and Officers and Acceptance of Volunteers Policy

I also acknowledge that I have read and understand the bylaw, the strategic plan, the job descriptions and the board minutes of EGEF. that I received in my administration package.

Director signature

Date

Acknowledgment (for Volunteers)

By my signature, I acknowledge that I have read, understand, and agree to abide by the policies and procedures of the Engineering and Geoscience Education Foundation Inc. and Code of Ethics that I received in my administration package. Those policies and procedures include:

- Conflict of Interest Policy
- Discrimination and Harassment Policy
- Discrimination and Harassment Procedure
- Privacy and Data Protection Policy
- Risk Management Policy
- Director and Volunteer Orientation and Expectations Policy

I also acknowledge that I have read and understand the description of my role and responsibilities that I received in my administration package.

Volunteer signature

Date