



# BOARD CHARTER

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## Policy Statement

We believe that **Connect Network's** most valuable resource is its human resources. **Connect Network** has put in place guidelines for the management of all aspects related to the human resources of the organisation to ensure the wellbeing of both employees and the organisation. The policy and related procedures should always be in line with any South African legislation pertaining to the relationship between employer and employee.

## Policy Monitoring and Review

Policy review two-yearly.

## Scope

This policy and the related procedures apply to all employees and in certain areas to volunteers and interns (where stated) of **Connect Network**.

## Intent

It is in the interest of **Connect Network** to clearly outline the duties, responsibilities and expectations of both **Connect Network**, as the employer, and the employees of **Connect Network**.

<b>Approved By:</b> _____
<b>Designation:</b> _____
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## TABLE OF CONTENTS

INTRODUCTION.....	3
1. THE FUNCTIONS OF THE BOARD .....	3
2. ROLES AND RESPONSIBILITIES OF THE BOARD .....	4
3. PARTICIPATION AND ATTENDANCE AT MEETINGS .....	5
4. DELEGATION .....	6
5. INDUCTION OF NEW BOARD MEMBERS.....	6
6. EVALUATIONS AND SKILLS DEVELOPMENT .....	6

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## INTRODUCTION

All executive powers of **Connect Christian Network**, in terms of its constituent, vested in the Board (Governing Board), which will be entitled to act on behalf of **Connect Network** in all matters affecting the conduct of its affairs.

The charter sets out key functions and responsibilities of the Board of **Connect Network**.

### 1. THE FUNCTIONS OF THE BOARD

As the Governing Body of **Connect Network**, the Board is responsible for the following three functions:

- Oversight: the Board carries responsibility to ensure that **Connect Network** complies with all applicable laws and other legal obligations. The Board must ensure that the income and assets of **Connect Network** are used effectively in the pursuit of its objectives.
- Strategy: The Board is also responsible for deciding the strategic direction of Connect network. The Board must ensure that **Connect Network** is suitably positioned to meet strategic priorities
- Leadership: The Board should provide leadership beyond the oversight of the strategy function. Board members should lead the organisation to its vision.

## 2. ROLES AND RESPONSIBILITIES OF THE BOARD

The roles and responsibilities of the Board, in terms of **Connect Network's** constitution and otherwise, include:

### Strategic Matters

- Developing the strategic direction of **Connect Network**
- Identifying future strategies and issues that **Connect Network** should address

### Oversight

- Monitor progress on strategic goals
- Ensuring compliance with applicable legislation and the execution of legal obligations

### Resource Mobilisation

- Ensuring that **Connect Network** has and implements a suitable resource mobilisation strategy
- Identifying and introducing potential donors and supporters to **Connect Network**

### Public Image and Sustainability

- Promoting the sustainability of **Connect network**
- managing a sound relationship between **Connect Network** and its stakeholders

### Programme matters

- Reflecting on the relevance of changes in the external environment to **Connect Network's** vision, mission and programme strategy
- Providing such guidance in relation to the activities of **Connect Network**

### Human Resources

- Supporting, assisting and advising the Executive Director
- Appoint and support the Executive Director and appraise his/her performance
- Ensuring that **Connect Network** adopts and implements suitable Human Resources and Remuneration Policies

### 3. PARTICIPATION AND ATTENDANCE AT MEETINGS

#### Frequency of meetings:

- The Board meets once every six weeks (usually a Thursday morning) for 4-5 hours
- Annual General Meeting (usually between June-August) for 2 hours and a network event after
- Board retreat once a year for 1 night and 2 days
- Strategy Indaba for two days every January
- Ad hoc board development trainings that are external to **Connect Network** but that are on offer
- Occasionally the Board may be requested to meet outside of Board meetings to tackle particular tasks or to represent **Connect Network** at a function. Board members personal and job life will always be taken into consideration

#### Attendance, Participation and Disclosure:

Board members are expected to:

- Attend all Board meetings, the Annual General Meeting and Strategic Planning Sessions
- Inform the Chairperson or the Executive Director at least two days prior to the Board meeting if he/she is unable to attend
- Come prepared to **Connect Network's** meetings, i.e. having read and analysed documentation and having reviewed minutes of the previous meeting
- Participate constructively and candidly in Board discussions
- Appropriately share their knowledge, skills and experience in the best interest of **Connect Network**
- Execute all tasks delegated to him/her by the Board
- Disclose any relevant particulars of an actual or potential conflict of interest to the Board

**Quorum:**

The quorum necessary to transact of any business by the Board is determined by the constitution.

#### **4. DELEGATION**

The Board may delegate certain tasks to suitable sub-committees provided that:

- The delegation of tasks to sub-committees should take place through a written Terms of Reference
- The Terms of Reference should be reviewed annually
- The effectiveness of the sub-committee should be evaluated annually by the Board

#### **5. INDUCTION OF NEW BOARD MEMBERS**

All new Board members are expected to undergo Board Induction programme once appointed or elected as Board members.

#### **6. EVALUATIONS AND SKILLS DEVELOPMENT**

The Board will regularly evaluate its own performance and identify whether any of its members should receive training on Board governance.