

Roles & Responsibilities of Individual Board Directors

Royal Ottawa Foundation for Mental Health

General Responsibilities of Directors

Directors of the Royal Ottawa Foundation for Mental Health are fully informed on organizational matters, and participate in the Board deliberations and decisions in matters of governance, policy, finance, programs, personnel, advocacy and fund raising. The business of the Royal Ottawa Foundation for Mental Health is relationship building in order to inspire the philanthropic spirit in individuals, corporations and community organizations.

Responsibilities of Directors include:

Governance

- Strategic Planning
- Risk identification and management; corporate compliance
- Fiscal viability and financial sustainability
- Monitor management effectiveness
- Succession planning – board and management
- Communication with stakeholders
- Internal control and management information systems

Philanthropy

- Support the Royal Ottawa Foundation for Mental Health financially through an individual/ corporate philanthropic gift
- Strategic oversight of major campaigns and innovative fund raising programs
- Facilitation of the philanthropic process – identification, cultivation, solicitation and stewardship of major donors
- Review efficiency of fund raising programs
- Oversight of donor relations management strategies, including donor complaints, recognition, privacy, etc.

Term of Appointment

Board members are appointed for terms of one, two or three years. Terms are renewable up to a maximum of nine years service.

Expectations of Individual Board Directors

1. Attend 75% of Board meetings.
2. Participate as a member in at least one standing committee of the Board, and attend 75% of Committee meetings.
3. Be a member or chair at least one of the fund development committees or sub committees.

4. Make an annual donation to the Royal Ottawa Foundation for Mental Health, ideally becoming a member of the Royal Leadership Society and a member of the Lady Grey Society, a planned giving recognition society that recognizes future gifts.
5. Represent the institution at strategic fundraising functions annually.
6. Attend the annual Board Development Day Retreat.
7. Meet with assigned senior staff person on an as-needed basis for orientation and educational purposes.
8. Support the vision and mission of the Royal Ottawa Foundation for Mental Health, the Royal Ottawa Health Care Group and the University of Ottawa Institute of Mental Health Research.
9. Complete a Police Records Check.

Frequency of Meetings

The Board will meet for 90 minutes at twelve noon on the last Thursday of the month in the months of September, January, March, May, and June.

***N.B.** Frequency of meetings will be discussed by the current Board.*

Board Member Commitment for the Royal Ottawa Foundation for Mental Health

1. Make an annual Personal Donation/Pledge preferably at the Leadership Society level of \$1,000 or more per year.
2. Host a table at the annual Leaders for Mental Health Breakfast.
3. Assist in the solicitation of 3-5 donations through personal visits alongside Foundation staff.
4. Attend Board meetings and be an active contributing member of one Board or fundraising committee.