
Role Description: PIBC Board of Directors

Introduction:

The purpose of this summary document is to provide an outline and overview of the role, responsibilities, and expectations of the PIBC Board of Directors and its individual members. It is intended to serve as a guide and reminder for Board members as well as an overview for members considering serving on the Board.

Board of Directors – Role & Responsibilities:

The Board is the governing body of the Institute (fulfilling all the normal legal responsibilities of a board of directors of an organization). It receives its mandate and broad responsibilities through the *Societies Act* (under which the Institute is incorporated) and the Institute's Bylaws (in particular Part 8 of the Bylaws). The Board is responsible for:

- Setting and approving the overall strategic vision and direction of the Institute, including setting, approving and monitoring the Institute's Strategic Plan.
- Actively advancing the interests of the profession on behalf of the Institute's diverse membership, and in the public interest.
- Acting as the principal collective voice of the Institute and the planning profession in British Columbia and the Yukon.
- Reviewing and approving the Institute's annual budget, monitoring broad financial performance, and overseeing risk on behalf of the Institute.
- Ensuring that appropriate resources, capacity and/or expertise are allocated to support the operations, goals and objectives of the Institute.
- Approving the admission of members, and the appointment and/or nomination of members to Institute committees, task forces, working groups, appointed positions, or other representative roles as required.
- Receiving regular reports from Institute officers, staff, committees, task forces, working groups, appointed positions, or other representatives, providing monitoring and giving strategic direction as appropriate.
- Ensuring continued Institute compliance with applicable statutes, regulations and other legal obligations.
- Acting in a manner that is accountable to the Institute's membership.
- Overseeing the necessary work to ensure the recruitment and orientation of effective Board members and plans for the continuity of the governance of the Institute.

Board Activities:

In carrying out its responsibilities, key ongoing activities and work of the Board include:

- Conducting a 3-day orientation and strategic planning retreat once every two-year Board term.
- 5 – 6 regular Board meetings & other related Board activities each calendar year (each lasting approx. 1 – 1.5 days).
- Conducting an annual half-day workshop to review and approve the Institute's annual budget.
- Conducting the Annual General Meeting (AGM) of the Institute (held during the Institute's Annual Conference) as well as any other Special General Meeting of the Institute as may be required from time to time.
- Liaising and working with Institute committees, task forces, working groups, and staff on an ongoing basis.
- Acting as ambassadors of the Institute and the profession, including attendance at and participation in other special events and activities of the Institute or external organizations from time to time.

Board Member Expectations & Responsibilities:

In fulfilling their role, individual expectations and responsibilities for Board members (Directors) include:

- Attending in person, being present and engaged at all Board meetings and other Institute meetings and events.

- Coming prepared and informed for all meetings, including reviewing meeting agendas and supporting materials in advance.
- Giving due consideration to recommendations and advice from Institute officers, staff, and others as appropriate.
- Developing and maintaining knowledge of the Institute, its Constitution, Bylaws, vision, Strategic Plan, policies, programs, services and operations.
- Volunteering and actively serving on Institute committees, task forces, working groups.
- Attending and participating in any governance orientation, strategic planning, or professional development organized for Board members.
- Respecting and being loyal to the collective direction and voice of the Board.
- Keeping up-to-date on major developments, trends and current issues in the planning profession.
- Carrying out the fiduciary responsibilities of the Board - acting honestly, in good faith, and always in the best interests of, and with loyalty to the Institute.
- Adhering to a standard of reasonable care while acting as a Board member on behalf of the Institute – acting reasonably, not recklessly or negligently, and avoiding foreseeable harm.
- Keeping information confidential whenever required in the best interests of the Institute, and not using information obtained for any personal or other outside benefit or advantage.
- Maintaining awareness of issues of conflict of interest – disclosing all real, potential, or reasonably perceived interests and avoiding self-interest.
- Acting respectfully, professionally, and fairly towards others, and maintaining the highest standards of good personal conduct and behavior.

Workload Expectations & Time Commitments:

In fulfilling their role, the estimated time commitment and workload for individual Board members is normally equivalent to the following:

- Approx. 24 hours (over 3 days) for an orientation and strategic planning retreat once every two-year Board term.
- 40 – 45 hours per year for regular Board meetings & related Board activities (such as Board training, workshops, and related activities), including preparation time.
- 1 hour per year for the Annual General Meeting (AGM).
- 4 – 5 hours per year for a workshop session to review and approve the Institute's annual budget.
- 20 – 30 hours per year actively serving on Institute committees, working groups and task forces, including preparation time.
- 6 – 8 hours per year for other various events and activities.

Board meetings are typically held once approximately every two months on a Friday, normally in Vancouver (and occasionally in other locations around BC and the Yukon). The AGM typically takes place during the Institute's Annual Conference in various locations around BC and the Yukon. Meetings of Institute committees, task forces, and working groups may take place in person or remotely/electronically as may be required. Travel and accommodation expenses are paid and typically arranged by the Institute, in accordance with the Institute's Expenses & Reimbursement policy.

Questions?

If you have any questions about the role and responsibilities of PIBC's Board of Directors contact...

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