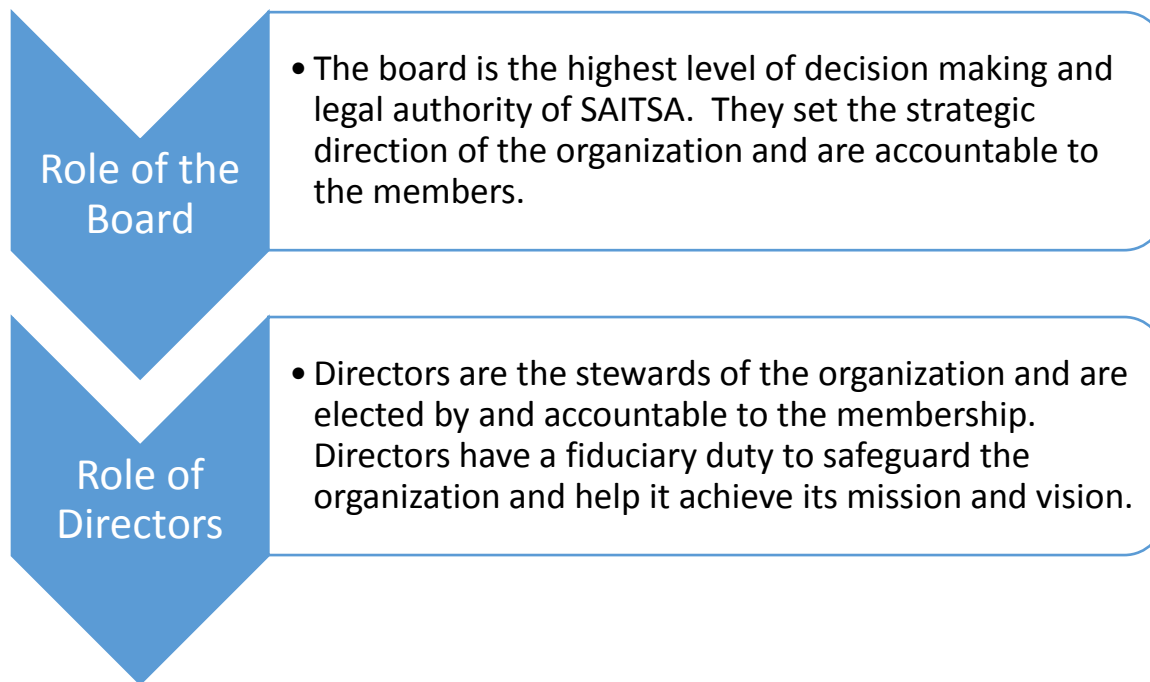


SAIT Students' Association

Board and Director Role & Responsibilities



SAITSA Directors' Guiding Principles

In order to fulfill the role, a SAITSA Directors must follow three basic principles:

1. Loyalty – to safeguard the organization and help it achieve its purpose.
2. Diligence – to place the interest of the organization first.
3. Compliance – to act within the scope of the law, acts, rules and regulations that apply.

Responsibilities of the Board:

The Board is required to:

- Approve, monitor and uphold the strategic plan and other strategies of the organization
- Enforce, adhere to and uphold the governing policies, documents and bylaws of the organization
 - o Remove/dismiss members who are deemed to have seriously damaged the integrity of the board or association
- Review and update governing policies, documents, bylaws of the organization
- Approve the minutes and agendas of the Board
- Approve the annual operating budget
- Approve the annual governance calendar
- Establish the organizations purpose and direction
- Safeguard and ensure efficient use of the organizations resources
- Ensure organization is in compliance with all legal requirements

- Perform oversight of risk management as it pertains to the Board
- Monitor and evaluate their orientation and stewardship practices
 - o recruitment, orientation, education, evaluation and embedded succession
- Monitor and evaluate the Executive Council of the organization

Responsibilities of Directors:

SAITSA's Directors are required to:

- Carry out the Association's Mission and Vision
- Consult and represent SAIT students in the decision-making of the Board
- Understand their role and responsibilities
- Understand their fiduciary duty and duty of care
- Make reasonably informed judgements
- Declare a conflict of interest when one exists
- Sit on at least one committee of the Board
- Actively participate in meetings, committee sessions and mandatory training sessions
- Actively promote activities of the Association
- Delegate to management where appropriate
- Not rely on Executive when it is not reasonable
- Not be unquestioning recipients of financial or other information from management
- Make reasonable inquiry to satisfy themselves that their reliance on management is reasonable
- Notify the Chair of the Board of anticipated meeting absences
 - o Notify the Committee Chair for anticipated committee meeting absences

Expectations of Directors:

SAITSA's Directors are expected to:

- Make reasonably informed judgements
 - o Review agenda packages and key documents
 - o Consult with stakeholders to ensure opinions and concerns are represented at the Board
- Consider relevant information
 - o Think strategically and consider all aspects to a decision
- Take an active role in key matters
 - o Participate in meetings, committees, orientation, evaluations, etc.
- Actively promote activities of the organization
 - o Participate in SAITSA events and programming
 - o Speak to classes, clubs, teams, etc. about the work of the board and updates on the strategic plan, etc.
- Participate in ongoing and annual evaluation of Board practices and processes
 - o Provide ongoing feedback at meetings and to the Chair
 - o Complete surveys/feedback forms