

Title: Board Terms of Reference and Role Descriptions

Description of the Urban League of London:

We believe that engaged and informed Londoners are the building blocks of a vital, successful, and sustainable city. We believe that strong and connected communities are critical to bringing them together. Building these connections and advocating for our members is what we do. It's what we've been doing for almost 50 years.

The Urban League of London is an umbrella group whose members include a number of neighbourhood associations and community groups working to improve and connect our City. Individuals with an interest in urban or civic matters may also become individual members of the League.

The League meets in open session monthly, except in June, July, August and December, on the last Thursday of the month at the Goodwill Community Store & Donation Centre (255 Horton Street). Meetings begin at 7 p.m., and all are welcome to attend.

By virtue of our registration as a registered charity, we are required to be non-partisan in our work. In practice, we attempt to be transpartisan. We simply don't find labels of Right and Left to be particularly useful to our purposes. Attempts by others to label our civic activism almost always speaks more clearly to their particular agenda than to ours.

We strive to foster a welcoming environment for all members of the London community, without regard to race, gender, age, colour, national origin, ethnic background, socioeconomic status, marital status, disability, sexual orientation or gender identity.

The Urban League of London acknowledges that we are on the traditional territories of the Anishnaabeg, Haudenosaunee, Lenni-Lenape, and other Nations.

Description of the Board of Directors

The Urban League Board of Directors oversees the governance and strategic direction of the organization. They meet quarterly to move the organization forward on a variety of areas including, but not limited to, governance, financial stability, strategic planning, fundraising, marketing, operations and member support.

Purpose:

- Develop and execute strategy for Urban League of London – set strategic framework and execute upon strategic framework
- Develop and monitor annual goals and benchmarks; approve annual goals in subsequent years.
- Ensure that Urban League of London is accountable to funding sources in terms of deliverables and reporting.
- Create funding sustainability plans.
- Drive resources (funding, people, opportunities) toward Urban League of London whenever possible (ie. recruiting volunteers, assisting with funding development etc.)
- Create ad hoc and sub-committees to address specific or ongoing Urban League of London issues.
- Ensure financial, and human resource compliance.
- Engage in succession planning for Urban League of London leadership

Board of Directors Membership:

The Board of Directors will be made up of a maximum of 11 individuals, including:

- Representatives from Urban League of London Members. These representatives should represent the diversity of the Urban League of London;
- Representatives from the general London and area public with an interest in community;
- Committee members should have experience and/or training in governance, non-profit management, fundraising, finance, marketing and volunteer management.

Decision Making:

Decisions shall be made by consensus. If consensus cannot be reached, a simple majority vote of those in attendance will decide the issue. Voting by email is also permitted.

Quorum of Board Meetings

Quorum for all meetings of the Board shall be 50% + 1 of current, present board members.

Duties of Officers

President

The President shall (i) preside at meetings of the League, (ii) act as the official spokesperson of the League, (iii) preside at meetings of the Board of the League, (iv) sign official correspondence from the League, (v) prepare the agenda for General, Regular and Special Meetings of the League, (vi) perform the other normal duties of a President, (vii) perform such other duties as the Membership may prescribe from time to time, and (viii) act as mediator in the event of conflict within the League.

Vice President

The Vice-President shall (i) perform the duties of the President in her or his absence, (ii) assist the President in the performance of her or his duties, (iii) perform the other normal duties of a Vice-President, (iv) perform such other duties as the Membership may prescribe from time to time, and (v) in the event of the resignation or removal from office of the President, assume the duties of the President until the next General Meeting of the League.

Secretary

The Secretary shall (i) prepare the minutes of each meeting of the League, (ii) prepare the minutes of each meeting of the Board, (iii) be the custodian of the Minute Book and all other official documents, (iv) perform the other normal duties of a corporate Secretary, (v) perform such other duties as the Membership may prescribe from time to time, (vi) distribute the minutes of all meetings of the League as required.

Treasurer

The Treasurer shall (i) keep full and accurate accounts of all receipts and disbursements of the League in appropriate books of account and financial records, (ii) deposit all monies or other valuable effects in the name and to the credit of the League in such financial institutions as may be from time to time determined by the Membership, (iii) disburse the funds of the League at the direction of the Membership, taking proper vouchers theretofore, (iv) render to the Membership of the League at Regular and General Meetings of the League an account of all transactions taken as Treasurer, and of the financial position of the League, (v) liaise with the auditor of the League as required, (vi) perform the other normal duties of a Treasurer, (vii) perform such other duties as the Membership may prescribe from time to time, and (viii) ensure all required filings are made with the Canada Revenue Agency and any other agency involved with maintaining the charitable status of the League.

Membership Coordinator

The Membership Coordinator shall (i) maintain the Membership Register of the League, (ii) liaise with Members and Individual Members as required, (iii) perform such other duties as the Membership may prescribe from time to time, (iv) ensure that dues are collected on a timely basis, and (v) inform the President before each meeting of any outstanding dues owed by a Voting Member that would affect the voting rights of that Voting Member during the course of the meeting.

Directors-at-large

The duties of Directors-at-large shall be as the terms of their election call for, or as the Membership may prescribe from time to time.

Past-President

The Past-President shall (i) provide guidance to the Directors/Officers of the League, (ii) perform the other normal duties of a Past-President, and (iii) perform such other duties as the Membership may prescribe from time to time.

Time Commitments:

Board members will meet monthly for regularly scheduled meetings (usually 3-4 a year). They are encouraged to sit on one other committee to the Board. They may from time to time appoint any committee or other advisory body, as it deems necessary or appropriate for such purposes. They must attend 75% of regularly scheduled Board meetings to be in good standing. They are also encouraged to attend as many general meetings of the League (last Thursday of the month except summer and December) to engage with members.

Board members are also expected to commit to 1-3 hours a month of independent work outside of regularly scheduled meetings.