

BOARD ACCOUNTABILITY STATEMENT

Policy number	001	Version	001
Drafted by	Executive Director	Approved by board on	February 19, 2014
Responsible person	Executive Director	Scheduled review date	December 31, 2014

The stakeholders of CBDC-Central include:

- The general public
- The local community served by CBDC-Central being: Exploits Region-Zone 12.
- CBDC-Central clients
- CBDC-Central employees
- All levels of Government

The Board of Directors of CBDC-Central is accountable to these stakeholders. In an effort to be accountable to the people we serve, and to ensure our governance processes are transparent, this Statement will be publicly available, primarily by publication on our website.

In carrying out its role and responsibilities, the Board of Directors of CBDC-Central will adhere to the following values:

- Accountability
- Transparency
- Confidentiality

Accountability

For CBDC-Central, Accountability means:

- Being open, fair, and consultative in decision-making
- Taking responsibility for actions and behavior
- Communicating and reporting to stakeholders

To demonstrate Accountability, the Board of Directors of CBDC-Central will:

1. Publish the names and responsibilities of the members of the Board of Directors, the Officers, and the Manager/Executive Director each year in the Annual Report. Personal contact details will not be provided, but stakeholders may communicate with the Board of Directors through the Board Secretary.
2. Recruit members to the Board of Directors according to the process specified in the Board Recruitment and the Board Selection and Renewal Policies, which shall be made public.
3. Govern CBDC-Central in accordance with the By-laws, governance policies, and all relevant laws.

4. Act, both as a board and individually, at all times in the best interests of CBDC-Central in good faith and honestly, having regard to the stakeholders.
5. Establish objectives that are within the capacity of CBDC-Central to achieve, and publicize these objectives and report on performance against them on an annual basis.
6. Recruit, select, and evaluate the Executive Director of CBDC-Central.
7. Evaluate the individual and collective performance of the members of the Board of Directors.
8. The Board & Staff will provide input through a Strategic Planning session in aim of developing a three year Business Plan.

Transparency

For CBDC-Central, Transparency means:

- Ensuring that information about CBDC-Central is readily available to stakeholders, including business results and operational performance.
- Providing a process for stakeholders to communicate with the Board of Directors, including a complaint and dispute resolution process that shall be public and available to stakeholders.

To demonstrate Transparency, the Board of Directors of CBDC-Central will:

1. Circulate/post the Annual Report to stakeholders;
2. Host an Annual Fall Stakeholders meeting in aims of promoting the activities of the CBDC such as providing a local business distinction award. Board and Staff will also attempt to invite new clients in an attempt to form new relationships;
3. Provide members of the Board of Directors with orientation training that includes a review of roles and responsibilities for board members and staff, the ACOA/CBDC Collaborative Framework on Board Governance, and a package of all important governance policies of CBDC-Central;
4. Ensure that all governance policies of CBDC-Central are available to stakeholders by publication on the website of CBDC-Central.
5. Advertise for new board members and publicly announce when new board members are selected.
6. Create Board profiles and share publicly.

Confidentiality

For CBDC-Central, Confidentiality means:

- Respecting stakeholders
- Protecting the credibility of CBDC-Central with stakeholders

To uphold the value of Confidentiality, CBDC-Central will:

1. Develop, implement and adhere to a Confidentiality & Privacy Policy that ensures confidentiality, privacy and avoidance of conflict of interest.
2. Require directors and employees to adhere to the Confidentiality & Privacy Policy.
3. Require the Manager/Executive Director to implement policies and procedures to ensure that the confidentiality and security of data provided to CBDC-Central is protected and used only for its intended purpose.
4. Make the Confidentiality & Privacy Policy public.

Related Documents

- Board Recruitment Policy
- Board Selection and Renewal Policy
- Confidentiality & Privacy Policy
- Complaint Resolution Policy
- Bylaws
- Conflict of Interest Policy

Authorization

Signature of Policy Officer

Name of Policy Officer

Date