

BOARD ACCOUNTABILITY STATEMENT

Policy number	6.9	Approved by board on	
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The stakeholders of CBDC Kent include :

- The general public
- The local community served by CBDC Kent being: Kent County and the civil parish of Rogersville
- CBDC Kent clients
- CBDC Kent employees
- Government

The Board of Directors of CBDC Kent 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 Kent will adhere to the following values:

- Accountability
- Transparency
- Confidentiality

Accountability

For CBDC Kent, Accountability means:

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

To demonstrate Accountability, the Board of Directors of CBDC Kent:

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 Kent 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 Kent in good faith and honestly, having regard to the stakeholders.

5. Establish objectives that are within the capacity of CBDC Kent 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 Kent.
7. Evaluate the individual and collective performance of the members of the Board of Directors.
8. Develop a Strategic Plan and Annual Business Plan; incorporate the business plan targets.

Transparency

For CBDC Kent, Transparency means:

- Ensuring that information about CBDC Kent 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 Kent will:

1. Circulate/post the Annual Report to stakeholders;
2. Invite stakeholders to the Annual General Meeting;
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 Kent;
4. Ensure that all governance policies of CBDC Kent are available to stakeholders by publication on the website of CBDC Kent.
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 Kent, Confidentiality means:

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

To uphold the value of Confidentiality, CBDC Kent 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 Kent 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

Danielle Arsenault
Chairperson
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