

BOARD ACCOUNTABILITY STATEMENT

The stakeholders of CBDC Northumberland Inc. include:

- The general public
- The local community served by CBDC Northumberland Inc. being:

DEFINED SERVICE AREA

- a) The Corporation will function according to its purpose within the boundaries of Northumberland County, New Brunswick (ie The Defined Service Area), hereinafter referred to as the "County", with the exception of the Parish of Rogersville;
- b) Unless otherwise determined by the Corporation, the Corporation's activities will be coordinated out of offices situated in the City of Miramichi, Northumberland County, New Brunswick;
- c) The defined service area as herein before set out in (a) above shall be subdivided into three sectors as herein after described:
 - Sector 09 - Provincial Electoral constituency of Miramichi Bay - Neguac;
 - Sector 10 - Provincial Electoral constituency of Miramichi
 - Sector 11 - Provincial Electoral constituency of Southwest – Miramichi – Bay du Vin;

- CBDC Northumberland Inc. clients
- CBDC Northumberland Inc. employees
- Government

The Board of Directors of CBDC Northumberland Inc. 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 Northumberland Inc. will adhere to the following values:

- Accountability
- Transparency
- Confidentiality

Accountability

For CBDC Northumberland Inc., 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 Northumberland Inc. 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 Nomination, Selection and Renewal Policies, which shall be made public.
3. Govern CBDC Northumberland Inc. 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 Northumberland Inc. in good faith and honestly, having regard to the stakeholders.
5. Establish objectives that are within the capacity of CBDC Northumberland Inc. 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 Northumberland Inc.
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 Northumberland Inc., Transparency means:

- Ensuring that information about CBDC Northumberland Inc. 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 Northumberland Inc. 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 Northumberland Inc.;
4. Ensure that all governance policies of CBDC Northumberland Inc. are available to stakeholders by publication on the website of CBDC Northumberland Inc.
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 Northumberland Inc., Confidentiality means:

- Respecting stakeholders
- Protecting the credibility of CBDC Northumberland Inc. with stakeholders

To uphold the value of Confidentiality, CBDC Northumberland Inc. 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 Northumberland Inc. is protected and used only for its intended purpose.
4. Make the Confidentiality & Privacy Policy public.

Related Documents

- Board Recruitment Policy
- Board Nomination, Selection and Renewal Policy
- Confidentiality & Privacy Policy
- Complaint Resolution Policy
- ByLaws
- Conflict of Interest Policy

Authorization

Pauline Tenass – Policy Officer

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