

BOARD ACCOUNTABILITY STATEMENT

Policy number	12-13-05	Version	
Drafted by	Atlantic Association	Approved by board on	December 16, 2013
Responsible person	Governance Committee	Scheduled review date	December 2014

The stakeholders of CBDC Victoria Madawaska-South:

- The general public
- The local community served by CBDC Victoria Madawaska-South being: [NTD: define the particular geographical area, region or municipality served by CBDC Victoria Madawaska-South
- CBDC Victoria Madawaska-South clients
- CBDC Victoria Madawaska-South employees
- Government

The Board of Directors of CBDC Victoria Madawaska-South 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 Victoria Madawaska-South will adhere to the following values:

- Accountability
- Transparency
- Confidentiality

Accountability

For CBDC Victoria Madawaska-South, 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 Victoria Madawaska-South 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 Victoria Madawaska-South 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 Victoria Madawaska-South in good faith and honestly, having regard to the stakeholders.
 5. Establish objectives that are within the capacity of CBDC Victoria Madawaska-South 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 Victoria Madawaska-South.
 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 Victoria Madawaska-South, Transparency means:

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

- Respecting stakeholders
- Protecting the credibility of CBDC Victoria Madawaska-South with stakeholders

To uphold the value of Confidentiality, CBDC Victoria Madawaska-South 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 Victoria Madawaska-South 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



Gaitan Michaud
President

Dated on the 16th day of December, 2013.



Côme Ouellette
Secretary