
Duties and Role of Board Members of the Canadian Superior Courts Judges Association

The Board is responsible for managing or supervising the management of the activities and affairs of the CSCJA in accordance with the *Canada Not-for-profit Corporations Act* and the CSCJA's By-laws

How are Board Members chosen?

CSCJA Members from each region choose their regional Board Member(s) in accordance with democratic procedures adopted by the CSCJA Members from that region.

A Board Member who does not hold an Executive Office, is also a member of Council.

A Board Member holds office for a three-year term and may hold office for a maximum of three terms. A Board Member must remain a CSCJA Member.

What is expected of a Board Member?

Board Members should:

- Understand and uphold the vision and mission of the CSCJA.
- Be familiar with the Board Policy Manual, which includes the Board's by-laws, policies, and strategic plan.
- Be confident that the CSCJA is complying with legal, legislative and regulatory requirements.
- Uphold the duty of loyalty to the CSCJA by acting honestly and in good faith in the best interests of the organization and upholding decisions made by the Board as a whole.
- Oversee the finances of the CSCJA by ensuring optimal resource allocation, understanding and reviewing audited statements, and implementing audit recommendations.
- Oversee and implement risk management for the CSCJA, including by ensuring that insurance needs are met.
- Oversee the employment and contractual engagement of the Executive Director, with attention to legislated employment standards, performance assessment, salary and benefits, and personal and professional development.
- Attend all Board Meetings. Board Members should read the meeting materials circulated in advance and actively participate in discussions and decision making.
- Proactively bring regional issues to the attention of the Board or Executive and, if

- appropriate, propose solutions.
- Follow Board policies and participate in Board efforts to ensure that they are regularly reviewed and updated as appropriate.
 - Together with other Board Members, delegate and oversee the work of CSCJA Committees and their adherence to mandates and terms of reference. The Committees should work efficiently and not duplicate efforts.
 - Join at least one CSCJA Committee or Sub-Committee.
 - Promote the CSCJA and encourage judges within their region to become Members.
 - Disseminate information about the activities and objectives of the CSCJA to Members and prospective Members within their region.
 - When requested by the Board or Executive, collect and provide information or feedback from Members in their region.
 - Communicate with regional Council Member(s) about the activities of the Board and help ensure that they stay current about CSCJA activities and share ideas relevant to the CSCJA's work and its Members' concerns. Board Members are encouraged to ask regional Council Members to assist them with disseminating information to and collecting information from the Members in their region.
 - Attend the CSCJA's Annual General Meeting.
 - Participate in Board self-evaluations.

