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### Board Operations

Through the annual Board evaluation process and other consultation tools, periodically assess and make recommendations involving the Board's operations, including;

- Reviewing and monitoring the Board's meeting procedures;
- Ensuring that Board meetings focus on priority governance topics as outlined in the Board Terms of Reference;
- Ensuring that Board meetings are structured to optimize productivity; and
- Ensuring that the link between Board and committee functioning is effective and productive.

### Team Operations

- At least every three years, review the Board and Team Terms of Reference with any proposed amendments to be presented to the Board for approval.

### Governance Development and Training

- In collaboration with the Board Chair, implement an orientation and training program for incoming Trustees;
- Based on outcomes of annual board performance evaluation processes, oversee development of a training plan for the Board and individual Trustees as required, ensuring the Board's budget includes an appropriate allocation for the plans.

### Performance Evaluation

- In consultation with the Board Chair, develop and implement an annual Board, Committee and Trustee assessment process which includes:
  - The collection and analysis of input on general Board, Committee and individual Trustee performance; and
  - Relay of the analysis and any potential action items concerning Board and Committee performance to the Board for consideration, with individual Trustee performance outcomes to be relayed through the Board Chair;
- In relaying annual board evaluation outcomes, provide advice on desired board skill sets and competencies necessary for enhancing the Board composition generally to the Election Committee;
- Working with the full Board, lead the development and implementation of the annual Secretary General assessment process.

### Board Composition

- Monitor the composition of the Board. Review annually the desired competency requirements of the Board to ensure that collectively, the Board is comprised of members who meet the established scope and level of competency.

### General Meeting Duties

- In collaboration with the Board Chair, ensure the General Meeting and related notice of the General Meeting are effectively coordinated, with the following advance preparations having been performed in line with the Articles of Association and the CISV International Rules of Procedure: prior review and confirmation of the General Meeting agenda, presentations or related materials.

### Motion Duties

- Assess and complete due diligence for any proposed amendment to policy and/or resolutions (for General Meetings or written resolutions) as per the CISV Articles and Memorandum of Association.