



**Board of Director's
Policy Manual**

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A. Approval of Ministry

To be recognized as Ourhouse, the ministry shall be approved and governed by a constitution, by-laws, and Board of Directors. The constitution and by-laws shall be that of a non-government, not-for-profit **Christian**, educational, and charitable organization.

B. Core Values

In order to obtain the documented success of Ourhouse, the Board is committed to:

1. Adhere to the basic Ourhouse model.
2. Insist that all aspects of the program operate with the highest standards of integrity.
3. Maintain a Biblical, Christ-centered treatment approach.
4. Require a structured program, balanced with love, discipline and accountability.
5. Maintain a focus on outreach evangelism.
6. Maintain discipleship training as the heart of the program.
7. Preach and live the message of faith in God to meet every need.
8. Maintain a strong Christian message **through Gods word**.

C. Membership and Meetings

1. Composition– The Board shall be comprised of not less than seven or more than eleven members, including the Executive Director, inclusive of Ordained Ministers and laymen when possible. All members shall be Christians that are in harmony with the Ourhouse sample Constitution and By-laws, Statement of Faith, Code of Conduct and Mission Statement.
2. Length of Term– ***Each Board Member is elected for a three year term, and may serve two consecutive terms. After serving two consecutive terms, Board Members may be nominated again after a one year period.***
3. Termination– Membership on the board shall cease if any board member shall resign or be disqualified. Members may be disqualified for missing two consecutive meetings without notice to the Board Chair.
4. Frequency of Meetings–The Board shall meet a minimum of eight times per year. Special meetings may be called by the Executive Director if s/he gives the members **five** days prior notice.
5. Executive Committee– The Executive Committee shall be comprised of the Executive Director, the Board Chair, the Vice-President, the Secretary and the Treasurer and they shall meet as required or called upon by the Executive Director. They shall have power to govern the corporation and make decisions in the absence of full board meetings as necessary.

D. Constitution and By-laws

The constitution and by-laws of the organization shall define:

1. The official name, registered office location and objectives;
2. The prerogatives of the Board;
3. The qualifications and responsibilities of the members of the Board and its makeup, officers, duties, terms and rules for elections;
4. The frequency of board meetings and attendance requirements;
5. The guidelines for managing property, personnel and finances.

E. Responsibilities

The Board shall:

1. Act as the legal caretakers of the organization and with the Executive Director verify that its goals and objectives are carried out. They shall hold the Executive Director responsible to work within the established policies and procedures, the Executive Director's Job Description. See Addendum A (Ourhouse Executive Director's Job Description).
2. Understand the philosophy and structure and all aspects of the operations of Ourhouse and be committed to its goals.
3. Be familiar with Ourhouse Constitution and By-laws, Board of Director's Manual, Policies and Procedures Manual, Staff and Residents Manuals, and Job Descriptions.
4. Support Ourhouse financially on a regular basis and regularly promote the ministry to his/her church, fellow Christians and the community.

F. Duties

The Board shall:

1. Adopt policies that define the powers and duties of the Board and its committees.
2. Appoint, advise, encourage, evaluate and if necessary, dismiss the Executive Director as the official representative of the Board.
3. Work with the Executive Director to develop an annual plan with measurable goals and budget, and a long-range plan (3–5 years, reviewed annually).
4. Review and approve an annual budget.
5. Develop policies, establish controls and make available sufficient resources such as funds, staff, equipment, supplies, and facilities to ensure that a high quality program is provided to the clients.
6. Review on a regular basis the program's goals, organizational structure, lines of communication, policies and general effectiveness for the purpose of information, evaluation, planning and/or corrective action in meeting its stated goals.
7. Attend all Board meetings, both regular and specially called.
8. Keep minutes of all Board meetings that include:
 - a. The date and place of the meeting.
 - b. The names of all members attending.
 - c. The topics discussed.
 - d. The decisions reached and target dates for their implementation.
 - e. The Executive Director's report and any other reports.

See Addendum B (Sample Minutes of a Board Meeting).

G. INDIVIDUAL LEGAL RESPONSIBILITY

In the event of civil litigation against the organization all board members, the Executive Director and staff personnel should be protected by liability insurance as per Ourhouse policy.

H. LEGAL DOCUMENTS

1. The Executive Director shall be empowered to act on behalf of Ourhouse to execute legal documents, contracts, agreements, etc., in the name of Ourhouse, provided the board has prior full knowledge and has given their approval.
2. Copies of all legal documents shall be safely secured by the Executive Director and the Secretary of the organization.

I. PEOPLE & ORGANIZATION

1. Hiring– The Executive Director shall be responsible to interview, select and hire all individuals to fill staff positions. S/he shall, with input from the department heads, give the Board an annual performance evaluation of each staff member.
2. Dismissal– Staff personnel may be dismissed or suspended by the Executive Director as per established policy. They may request in writing an opportunity to appeal their dismissal before the Board. The Board shall have the final decision concerning the dismissal of all staff personnel providing the Executive Director is in agreement.
3. Grievances– Grievances will be heard by the Executive Director and her/his department heads in accordance with the grievance procedure outlined in the People & Organization Policy Manual. At no time shall a board member entertain a verbal or written complaint from a past or present employee or resident, but shall refer it to the Executive Director for response.
4. Salaries and Promotions– Salaries are overseen by the Executive Director within the limits established by the Board. Annually, the Executive Director with the Board shall consider possible increases in salary based on finances available, cost of living increases, performance evaluations, length of service, etc. If possible, salaries and benefits for staff personnel shall be similar to that of others in a comparable ministry.
5. Benefits– As finances permit, Ourhouse should provide health, dental and retirement benefits for staff personnel, depending upon length of service, position, education and qualifications and in accordance with prevailing law.

J. POLICY AND PROCEDURE MANUALS

Ourhouse shall maintain comprehensive policy and procedure, staff and Client manuals which shall be reviewed annually with input from the Board.

K. DAILY OPERATIONS

The overall operation of Ourhouse shall be implemented by the Executive Director. Her/his department heads and staff shall be directly responsible for carrying out the directives and policies of the ministry.

L. FINANCES

1. Purchasing– All purchases of more than \$2,500.00 shall be subject to finances available and a minimum of three comparative estimates shall be secured prior to purchase. Purchases shall be in accordance with established policies, and the Executive Director's limitations and Job Description. Operating expenditures shall be subject to the approved annual budget. If requests for purchases exceed the funds, it is the Executive Director's responsibility for choosing priorities. When possible, the staff salaries shall have priority over all accounts payable.
2. Signing Cheques– There shall be three persons approved by the Board to sign Ourhouse Cheques with two signatures required on each cheque. The Executive Director or his designate shall ensure that there is supporting documentation for all expenditures.
3. Monitoring the Budget– The Board shall be advised of the financial position of the ministry by monthly, or at least quarterly financial statements by the Executive Director. See Addendum C (Sample Ourhouse Monthly Financial Statement).

The Executive Director, in consultation with the Bookkeeper/**Accountant**, shall have the authority in case of an emergency, to borrow funds to meet short term cash shortages, **for an amount to be approved by the Board.**
4. Tithing– Ourhouse will operate on the principle of sowing and reaping. Therefore 10% of the income received by Ourhouse through fundraising, donations and tithing will be used to provide support to women in need of professional help to improve their mental health and/or treatment for addiction as well as other charitable organizations voted on and agreed upon by its board members.
5. New Projects– All projects, major capital spending, or significant changes in the direction for Ourhouse ministry, shall be discussed with the Board and approved prior to pursuing action or making public announcements.

Addendum A JOB DESCRIPTION EXECUTIVE DIRECTOR

The Executive Director is the key management leader of Ourhouse. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports to the Board of Directors.

Board Governance:

Works with the board in order to fulfill the organizations mission.

Responsible for:

- Leading Ourhouse in a manner that supports and guides the organizations mission as defined by the Board of Directors.
- Communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Financial Performance and Viability:

Develops resources sufficient to ensure the financial health of the organization.

Responsible for:

- The fiscal integrity of Ourhouse, including submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Fundraising and developing other resources necessary to support Ourhouse mission.

Mission and Strategy:

Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

Responsible for:

- Implementation of Ourhouse programs that carry out the mission.
- Strategic planning to ensure Ourhouse can successfully fulfill its Mission into the future.
- The enhancement of Ourhouses' image by being active and visible in the community and by working closely with other professional, civic and private organizations.

Operations:

Oversees and implements appropriate resources to ensure that the operations are appropriate.

Responsible for:

- Effective administration of Ourhouse operations.
- Hiring and retention of competent, qualified staff.
- Signing all notes, agreements, contracts and other instruments made and entered into and on behalf of Ourhouse.

Qualifications:

- A bachelor's degree or a combination of equivalent education and experience.
- Possess transparency, integrity, and excellent verbal and written communication skills.
- Five or more year's senior management experience, preferably in a non-profit organization.
- Experienced budgeting skills inclusive of budget preparation, analysis, and decision making and reporting.
- Strong organizational skills inclusive of planning, delegating, program development and task facilitation.
- Able to convey the Vision and Mission to staff, board, volunteers, donors, and the community at large.
- Knowledge of fundraising strategies and donor relations unique to non-profit sector.
- Effective collaboration and motivation skills.
- Able to interface and engage with diverse volunteer and donor groups.
- Demonstrated ability to oversee and collaborate with staff.
- Experienced public speaking skills.

Job Responsibilities:

1. Planning and operation of the annual budget.
2. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operations.
3. Serving as Ourhouses' primary spokesperson (*internally and externally*).
4. Establish and maintain relationships with various organizations throughout the sector.
5. Develop and maintain a strong peer network.
6. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising, and to increase the overall visibility of the organization throughout the Country.
7. Supervise, collaborate and organize staff.
8. Oversee the organizations Board and committee meetings.
9. Oversee marketing, fundraising, and all communication efforts.
10. Review and approve contracts for services.
11. Other duties as assigned.



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Addendum B OURHOUSE RECOVERY CENTRE BOARD OF DIRECTOR'S MEETING MINUTES

Date: _____

Place: _____

(Location where the meeting is held)

Present: _____

(Names of people)

Absent: _____

(Names of people) (Person's name) opened meeting in prayer.

Reports: _____

The minutes of the previous meeting were read. It was moved and seconded to accept the minutes from the previous meeting. It was unanimously passed.

The financial statement dated (month/day/year) was presented. A motion was made to accept the financial statement. It was seconded and passed.

Old business: _____

(Business mentioned in the last board meeting minutes)

New Business: _____

Ministry Report: 1

A motion was made by NAME, to #####. It was seconded by NAME, and passed.

The next meeting will be held on (month/day/year) at (place) at (time).

The meeting closed in prayer by (person's name) at (time).

Respectfully Submitted,

Name of Secretary: _____

(printed)

(Signature of Secretary)



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Addendum C 1. Sample Ourhouse Monthly Financial Statement

BALANCE SHEET as of MM/DD/YYYY _____

Current Assets	Cash to be deposited	_____
	Cash Draws	_____
	Chequing Bank Account	_____
	Total Cash	_____
	Accounts Receivable	_____
	Total Receivable	_____

ASSETS

Total Current Assets _____

Capital Assets	Equipment	_____
	Net-Furniture & Equipment	_____
	Building	_____
	Net-Building	_____

Total Capital Assets _____

TOTAL ASSETS _____

Current Liabilities	Accounts Payable	_____
	Credit Card	_____
	Total Credit Card Payable	_____
	GST/HST Paid on Purchases	_____
	GST/HST Owing (Refund)	_____

LIABILITY

Total Current Liabilities _____

TOTAL LIABILITY _____



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Addendum C 2. Sample Ourhouse Monthly Financial Statement

BALANCE SHEET	as of MM/DD/YYYY _____	
Retained Earnings	Retained Earnings- Previous Year _____	EQUITY
	Current Earnings _____	
Total Retained Earnings	_____	
TOTAL EQUITY	_____	
TOTAL LIABILITY	_____	

Addendum C 3. Sample Ourhouse Monthly Financial Statement

INCOME STATEMENT	as of MM/DD/YYYY _____	
Revenue	Sales Revenue _____	
	Donations _____	
	Net Sales _____	
TOTAL REVENUE	_____	
EXPENSES		
General & Administrative Expenses	Advertising & Promotions _____	
	Interest & Bank Charges _____	
	Office Supplies _____	
	Property Taxes _____	
	Supplies _____	
	Utilities _____	
Total General Administrative Expenses	_____	
TOTAL EXPENSE	_____	
NET INCOME	_____	