

Board Structure Document

Date: June 2024

Organization: [Your Organization Name]

1. Purpose

The purpose of this document is to outline the structure, composition, and key responsibilities of the Board of Directors for [Organization Name].

2. Board Composition

Role	Name	Term	Responsibilities
Chairperson	[Name]	[YYYY-YYYY]	Oversees board meetings, ensures governance, strategic leadership
Vice-Chair	[Name]	[YYYY-YYYY]	Assists chairperson, fulfills duties in their absence
Secretary	[Name]	[YYYY-YYYY]	Records minutes, maintains records, manages communication
Treasurer	[Name]	[YYYY-YYYY]	Oversees financial matters, budget and compliance
Board Member	[Name]	[YYYY-YYYY]	Participates in meetings and committees

3. Board Committees

- Audit Committee** - Reviews financial reporting and compliance
- Governance Committee** - Oversees board effectiveness and recruitment
- Risk Committee** - Manages and monitors risks facing the organization

4. Meeting Schedule

- Regular Board Meetings: Quarterly (March, June, September, December)
- Annual General Meeting: [Month]
- Committee Meetings: As scheduled by respective committees

5. Key Responsibilities

- Ensure effective governance and ethical oversight
- Approve organizational strategy, budget, and policies
- Monitor performance and compliance
- Support risk management processes
- Represent the organization to stakeholders

Important Notes

- The Board Structure Document should be periodically reviewed and updated.
- Clearly define roles and responsibilities for transparency and accountability.
- List all committees and subcommittees for clarity.
- Include term limits and succession planning for board continuity.
- This document should be approved and referenced in the organization's governance framework.

