

# BOARD OF DIRECTORS TERMS OF REFERENCE

## **How We Work Together**

As members of the Board of the Food Security Network, we agree to foster:

### *Meaningful Participation*

- Try to attend all regularly scheduled Board meetings
- Send regrets in advance of meeting to Chair when unable to participate
- Participate on at least one Committee, and be prepared to Chair committee meetings and/or report back to Board as required

### *In-between Meeting Correspondence*

- Respond as quickly as possible to email and telephone messages - especially those related to meeting times and attendance
- Where possible, materials requiring Board members review and input should be circulated via email, prior to meetings

### *A Respectful and Productive Meeting Atmosphere*

- Respect scheduled start and finish times of meetings
- Assist/support the meeting Chair in moving the agenda along
- Engage in respectful dialogue with each other at all times
- Ensure that everyone has equal opportunity to speak at meetings
- Challenge ourselves to listen more than we speak

### *Confidentiality*

- Board meetings should be considered confidential and will normally be attended by elected Board members and staff of FSN. When agreed by Chair, invited guests may be brought in, but only for the specific portion of the meeting that relates to them
- Board directors will not send proxies when they are unable to make meetings