



POLICY MANUAL

Code: TFB 96009

Policy Procedure Guideline

Title: Trust Fund - Roles and Responsibilities

Approved By: Trust Fund Board

Originally Approved: June 18, 1996

Resolution #: 96/78

Updated: August 4, 1998

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Updated: January 24, 2000

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Chair signature:

Further References:

PURPOSE: To delineate the roles of the Islands Trust Fund Board in strengthening the Islands Trust Fund and in planning and implementing its programs.

ROLE OF BOARD:

1.0 Promote public awareness of and involvement in Islands Trust Fund programs.

- Approve annual reports; review and distribute promotional materials; initiate land owner contacts; promote the Islands Trust Fund to potential donors; liaise with conservancy/local groups and promote cooperative actions; approve and assist in implementing communications strategy.

2.0 Facilitate acquisition and management of Islands Trust Fund assets.

- Approve property acquisition and stewardship initiatives and agreements; approve covenants; approve fund raising strategy(s); assist with fundraising initiatives, provide financial support to the organization based on personal means; ensure risk management; approve property management initiatives; facilitate Crown Land transfers.

3.0 Nurture positive relations with the other entities within the Islands Trust and other agencies.

- Communicate with and promote the Trust Fund to Islands Trust Council; review quarterly reports to Trust Council; promote the Trust Fund work and procedures to local trustees; liaise with Executive Committee; review interagency liaison program; liaise with Minister and other key government officials.

4.0 Approve operating policies, legislative initiatives, and operational requirements.

- Approve operating policies and procedures; approve organizational structure and help determine staffing needs; ensure management of risk, approve and promote annual budget submission; monitor budget implementation; approve legislative initiatives; ensure legislative compliance; assist in recruiting and evaluate Islands Trust Fund Coordinator's performance; assist in recruiting new Board members.

5.0 Update the Islands Trust Fund Strategic Planning Initiatives and monitor their implementation.

- Develop, monitor, implementation and update the Islands Trust Fund Plan; develop and oversee implementation of a five year strategic plan; approve and monitor annual work program; monitor implications of programs to object of Islands Trust; process Islands Trust referrals.

ISLANDS TRUST FUND
ROLES AND RESPONSIBILITIES

Date: January 18, 2000

RESPONSIBILITY					
ROLE	BOARD	MEMBERS	CHAIR	TFB COORD.	OTHER
1.0 Promote public awareness of and involvement in Islands Trust Fund programs					
• approve annual reports;			*	*draft annual report	
• review and distribute promotional materials;	*	*	*	*prep. materials	
• initiate land owner contacts;		*	*	*	
• promote ITF to potential donors		*	*	*	
• liaise with conservancy/local groups and promote cooperative action		*	*	*	
• approve and assist with communications strategy;	*			*prep. strategy	
2.0 Facilitate acquisition/stewardship and management of Islands Trust Fund assets					
• approve property acquisition and stewardship initiatives and agreements	*			*identification & draft	Legal Counsel
• approve fund-raising strategy(s);	*			* prep. strategy	
• participate in fund-raising activities	*	*	*	*	
• provide financial support to the organization based on personal means		*	*	*	
• ensure risk management	*			*	
• facilitate Crown Land transfers.	*		*	* identification	
3.0 Nurture positive relations with the other entities within the Islands Trust and other agencies					
• liaise with Islands Trust Council;	*	*	*	*provide info.	

RESPONSIBILITY					
ROLE	BOARD	MEMBERS	CHAIR	TFB COORD.	OTHER
• review quarterly report;			*	*prep. report	
• liaise with Executive Committee;			*	* biweekly update	
• liaise with local trust committees;		*	*	* as necessary	
• review interagency liaison & initiatives program;	*			*identify/coord.	
• liaise with Minister and other key Gov't officials		*	*	*as reqd. by Chair	
4.0 Approve operating policies, legislative initiatives, and operational requirements.					
• approve operating policies and procedures	*			*develop as nec.	
• approve ITF organizational structure and help determine staffing needs;	*			*recommendations	
• ensure management of risk;	*			*	
• approve and promote annual budget submission;	*(approve)	*(promote)	*(promote)	*prep. Submission & promote at mgmt. level	*financial plg. committee/Exec. Com./Trust Council
• monitor budget implementation;	*		*	*day to day	
• ensure legislative compliance;	*			*	
• approve legislative initiatives;	*			*recommend	
• recruitment and evaluation of TFB Coordinator	*		*		Executive Director
• assist with operations through workgroup participation;		*			
• assist with Board members recruiting.	*			*ident. needs	

RESPONSIBILITY					
ROLE	BOARD	MEMBERS	CHAIR	TFB COORD.	OTHER
5.0 Update the Islands Trust Fund Plan and monitor its implementation.					
• Develop, monitor, and update Trust Fund Plan	*			*draft	Minister Approves Plan
• Develop and monitor strategic planning initiatives	*				
• Approve and monitor annual work program;	*			*prep. program	
• evaluate progress and results of ITF programs and ITF effect on mandate.	*		*	*	
• process Islands Trust referrals	*		*	*	* Council, RPC, Mgt.

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