

PURPOSE

To provide **leadership** and expertise to ensure that CMET’s legal requirements are met and that risks are optimally managed

1. FRAMEWORK GOVERNANCE

(includes organizational mission, vision and values, target statements, and strategic direction)

1.1. MISSION, VISION & VALUES

- **Acts** in accordance with mission, vision and values of CMET in all dealings

1.2. STRATEGY

- **Participates** in the development of long term strategic direction and goals, providing financial leadership and expertise
- **Leads** the development of a Risk Management strategy aligned to the long-term strategy of CMET

2. BOARD SELF GOVERNANCE

(includes defining how the Board will organize itself to get its work done, how the Board will govern, and the Board’s relationship to its membership and to the community)

2.1. BOARD STRUCTURE

- **Participates** in the development (and ongoing review) of Board structure (includes functions, roles, accountabilities and authorities of Board and Committees)
- **Operates** in accordance with lines of communication, accountabilities, expectations and authorities

2.2. POLICY

- **Participates**, as required, in development and review of policies in accordance with Board process
- **Leads** the development, implementation and improvement of policies and processes associated with risk management.
- **Provides** legal expertise relative to policy development, implementation and improvement, as required

2.3. LEGAL & RISK

- **Ensures** that the Board fulfills its legal mandate as set out in by-laws
- **Leads** the identification of risks to CMET and the development and implementation of plans to mitigate to the greatest extent possible.

2.4. MEETINGS

- **Assists** in the development of Board agendas and participates in meetings
- **Participates** in the development (and ongoing review) of the process for the Annual General Meeting
- **Participates** in the planning for the Annual General Meeting, ensuring that all legal requirements are identified and provided, as required.
- **Chairs** the Risk Management Committee

3. OPERATIONAL GOVERNANCE

(Includes directing the programs and/or services, personnel, financial resources and sets the rate of progress that the organization takes towards its vision.)

3.1. PROGRAM MANAGEMENT

- **Participates** in ensuring that programs and services are aligned with mission, vision and values and are relevant to users
- **Participates** in the allocation of resources for programs and services and provides legal and risk management expertise and best advice
- **Participates** in ongoing monitoring and review of progress toward strategic goals
- **Ensures** that legal issues associated with Programs and Services are identified and resolved.
- **Ensures** that risks associated with Programs and Services are identified and plans developed and implemented to mitigate to the greatest extent possible

3.2. VOLUNTEER MANAGEMENT

- **Builds** a team of volunteers who are capable of doing the Legal and Risk Management work
- **Ensures** that volunteers have the legal tools, information and resources required to do their work
- **Ensures** that Board liability is addressed and mitigated to the greatest extent possible
- **Participates** in creating and sustaining a culture within CMET that is reflective of its mission, vision and values and supports CMET's brand identity

3.3. FINANCIAL MANAGEMENT

- **Operates** in accordance with financial policies and processes (with appropriate monitors/controls) for budgeting and financial reporting
- **Creates** annual budget for Legal & Risk Management
- **Manages** activities to approved budget

4. ADVOCACY GOVERNANCE

(through Advocacy Governance the Board secures the community's support for the organization's beliefs, vision, mission and long term direction. Establishes CMET's response to matters that affect its relationship to the community and to society)

- **Represents** CMET in fundraising, community outreach, public forums and building strong community relations with current and potential partners
- **Assists** with policies that describe CMET's position on relevant issues and provides legal and risk expertise and best advice
- **Participates**, as required, in creating, building and sustaining partnerships/alliances and provides legal and risk expertise and best advice