

Legal and Regulatory Information

The Corporations Act, Part III legislates the incorporation of non-profit child care programs. A board member should know:

- child care corporation members are volunteers and are not paid
- directors are elected according to the procedures outlined in the Corporations Act and the organization's by-laws.
- the board of directors is responsible for the overall direction of the program, for setting policies and for the legal and financial operation of the program; the board is legally responsible for administering the affairs of the corporation on behalf of its members
- whether or not a board member attends a meeting of the board of directors, that person must accept responsibility for the decisions made at the meeting
- the Ontario Corporations Act stipulates that boards of directors are legally responsible for carrying out and maintaining the incorporation process; after the election of board members each year, Form 1, Annual Notice of Board of Directors is completed and submitted by the president or executive director to the Ministry of Consumer and Corporate Affairs; the by-laws of the organization should be reviewed on an annual basis and changes should be submitted to the general membership for their consideration and ratification at the Annual General Meeting.
- the Ontario Corporations Act allows incorporated organizations to protect individual board members from personal liability while carrying out their responsibilities

SIGNING AUTHORITY

Signing authority is held by the chairperson(s), executive director and other board members as deemed appropriate. Two signatures are required on all contracts and cheques. Any cheques over \$500.00 must have at least one board member's signature in addition to that of the executive director or other staff member in the event that a staff member has been authorized as a signing officer.

CONCLUSION

Our goal is to be a professional agency that provides each child and family with care and support to make every interaction at any program operated by The Village a great experience. Being child- and family-centred ensures that each decision and interaction conducted is responsive to the needs and demands of children and families in the community.