



take a hike
YOUTH AT RISK FOUNDATION®

A1.1 BOARD GOVERNANCE MANUAL

This Board Governance Manual (the “Board Manual”) has been prepared for the Board of Directors of the Take a Hike Youth at Risk Foundation (“the Foundation”). The governance framework reflected in the Board Manual sets out the governance structure and policies, as approved by the Board, pursuant to which the Board exercises its responsibilities and carries out its duties of stewardship and accountability. The Board Manual incorporates the Board’s responsibilities as set out in the *Society Act* and the Bylaws.

After this introduction, the Board Manual is divided into the following sections:

Governance Structure outlines the general roles and responsibilities of the Board, position descriptions for individual Board Members, the Board Chair and other Officers and the CEO, and guidelines for Committees, including Terms of Reference for each Committee.

Governance Practices details the policies and processes that govern the Board’s work.

Standards of Conduct sets out a code of conduct to which all Board Members are required to adhere.

This Board Manual is intended to be a “living document” that will be updated by the Board from time to time. The Governance and Human Resources Committee will conduct a formal review of the Manual in its entirety at least once every two years.