

## Military C&E Museum Foundation

### **Directors' Duties**

1. The Military C&E Museum Foundation was incorporated as a federal not-for-profit charitable corporation in 1985. It has two stated objectives:
  - a. the preservation and perpetuation of the heritage of Canada's communications and electronics forces, and
  - b. to provide financial support for activities and events sponsored by the C&E Branch of the Canadian Armed Forces.
2. Directors are people who genuinely care about our Museum and the health of the C&E Branch. They are appointed for a period of three years, and are not normally paid for their services. Their primary duties are oversight of the Foundation's finances and raising funds for the Foundation.
3. Under the *Not-for-Profit Corporations Act*, Directors must:
  - a. act honestly and in good faith with a view to the best interests of the corporation;
  - b. exercise the care, diligence and skill of a reasonably prudent person;
  - c. disclose any conflict of interest; and
  - d. comply with the *Act* and the Foundation's by-laws.
4. Specifically, Directors are responsible for the Foundation's property and funds, to ensure:
  - a. funds are used properly;
  - b. any suspicious circumstances are investigated; and
  - c. that proper accounts are maintained.
5. Directors are encouraged to conduct fundraising activities, and to catalyze and assist external parties conducting fundraising activities.
6. Directors should attend the spring and autumn Board Meetings each year at the Museum, and the Annual General Meeting, usually held after the autumn Board Meeting.