



Transparency and Accountability Policy

Oxfam Canada is committed to assuring transparency and accountability in relation to governance and decision making.

Board Responsibility for Transparency and Accountability Policies

The Board is responsible for Oxfam Canada's policies with respect to transparency and accountability. It holds the Executive Director accountable for compliance.

Transparency of Board members and management staff

Oxfam Canada will publish the names and responsibilities of the Board and the management team on its web site and in the Annual Report. Personal contact details will not be published. Communication from the public or stakeholders will be channelled as appropriate by staff.

Accountability of Board to members

The Board is elected by Oxfam Canada members through elections held every three years. The Board reports to the membership on its activities as well as the progress made in advancing the organization's mission and strategic priorities. These reports are posted to the web site and communicated through other means. Members are invited to participate in the Annual General Meeting and Special General Meetings.

Amendments to the By-law require ratification by two-thirds of members voting at a General Meeting and the Rules and Procedures provide that members will be consulted about changes that relate to members' rights and responsibilities.

A member may attend a meeting of the Board and may request that an item be considered by the Board.

Board decision making (See also *By-law, Rules and Procedures, Oxfam International Code of Conduct and Oxfam International Governance Standards*)

The Board is structured to assure accountability to the mission and to members and operates under procedures that reflect good practice. No member of the Board may be related to the Executive Director and no member of the Board may be related to other members of the Board.

Board Officers including the Chair are elected by the Board. The Board meets face-to-face twice annually and more often by teleconference, the internet or email as required.

Normal decisions of the Board require the approval of a majority of those voting. Changes to the By-law require the support of two-thirds of Board members voting, after due notice, and ratification by two-thirds of members voting at a General Meeting.

Executive Director

The Executive Director is accountable to the Board for the management and direction of the organization and its staff and attends its meetings. S/he does not have a vote.

Public policy making

Oxfam Canada policy is informed by a broad consultative process that includes input from members, partners, supporters, allies, Oxfam International and other affiliates, and staff.

The Executive Director is responsible for confirming and interpreting Oxfam public policy, subject to the Board's oversight.