

Officer Job Descriptions

Position Description for the Board Secretary

Purpose: The Secretary reports to the Board and works collaboratively with the Chair to support the Board in fulfilling its fiduciary responsibilities.

Responsibilities

- Support the Chair in upholding policies and by-laws governing Director conduct, with particular emphasis on fiduciary responsibilities;
- Attend all meetings of the Board and of the members and act as secretary;
- Ensure proper recording and maintenance of minutes of all meeting of the members and the Board;
- Give notice of all meetings of the members and of the Board; and
- Perform such other duties as may be required of the Secretary by the Board.

Position Description for the Treasurer

Purpose: The board treasurer reports to the Board and works to ensure good fiscal oversight and planning.

Responsibilities

- Manage the organizations bank account
- Prepare and update the organization's budget
- Update the Board on financial matters at Board meetings
- Ensure effective financial controls are in place
- Assist the Board in the formation of financial policies
- Assist the Board in conducting annual audits

Position Description for President

Purpose: Leading the organization in the achievement of their goals through the implementation of policies set out by the board of directors.

Responsibilities

- Collaborate with the board to set goals for the organization
- Communicate with the board of directors on the organization's progress.
- Assist with the establishment of committees to work on the organization's goals.
- Monitor the progress of the organization's committees

- Lead fundraising efforts for the organization

Position Description of Chair

Purpose: Provide leadership of the Board, ensure integrity of Board process during and between meetings, and monitor alignment with Board policies.

Responsibilities

- Support and develop clear work plans, and confirm that compliance requirements are being met;
- Liaise regularly with the President to serve as a sounding board/ resource/ advisor on strategic issues and relationships;
- Solicit views from individual Directors, consult with Directors between Board meeting to ensure they are fully engaged;
- Support Director self-assessment, President performance review, succession planning and skills and expertise development;
- Act as spokesperson on behalf of the Board as the ongoing external spokesperson; and
- In support of Board meetings
 - Establish agendas in collaboration with President;
 - Ensure relevant documents are sent in advance, manage Board meetings in an effective and productive manner;
 - Facilitate and advance the business of the Board;
 - Ensure broad Director engagement so all views are considered during decision making;
 - Move Board discussion toward timely and constructive resolution; and
 - Ensure that meetings are conducted according to applicable legislation, by-laws, and governance policies.

Position Description for the Vice-Chair

Purpose: To assist the board chair discharge their responsibilities. There is no presumption that the Vice-Chair will succeed the Chair when the Chair leaves the Board.

Responsibilities

- Support the Board Chair in fulfilling his or her responsibilities;
- Be prepared and ready to lead Board meetings when necessary;
- Perform the duties of Chair whenever the latter is unable to act.