

The Board is responsible for establishing the organization's vision and direction; ensuring the financial health of the organization; directing organizational operations; and ensuring that the organization has sufficient and resources.

All Directors have the following duties and responsibilities:

Major Duties of Directors

- A. Define the vision, mission and values of the organization
- B. Govern the organization through board policies
- C. Develop long-term strategic plan/ strategic priorities
- D. Approve the annual budget and other financial matters
- E. Ensure that the organization has sufficient human, financial and physical resources
- F. Fulfill the legal requirements and obligations of a director

Specific Responsibilities of Directors

- A. Be informed and follow the organizations bylaws and policies.
- B. Exercise care, due diligence and skill in the performance of their duties.
- C. Keep generally informed about the activities of the organization and the community in which it operates.
- D. Commit to the work of the organization and be willing to serve on Board committees and external committees as appropriate.
- E. To attend a minimum of 7 of 10 regular board meetings, be prepared for discussion and vote from an informed perspective.
- F. Voice clearly, at the time a decision is being taken, any opposition to a decision being considered by the Board. Support any decisions made by the board and speak positively of the Association to enhance its mission and goals.
- G. Know and respect the distinction in the roles of Board and management.
- H. Must be a member in good standing.

Authority and Accountability

Individual Directors are elected under the authority of the bylaws and are responsible to the members who elect or appoint them. They have no authority to act or give direction individually.

Term

Directors will serve for a term of two (2) years, with the option of renewing for an additional two (2) terms, or as determined by special resolution as per by-law 5.3.1

PRESIDENT - Executive Officer

The role of the President is the primary spokesperson and representative of the CA, providing direction and leadership to the Board of Directors.

MAJOR DUTIES OF ALL DIRECTORS:

- A. Define the vision, mission and values of the organization
- B. Govern the organization through board policies
- C. Develop long-term strategic plan/ strategic priorities
- D. Approve the annual budget and other financial matters
- E. Ensure that the organization has sufficient human, financial and physical resources
- F. Fulfill the legal requirements and obligations of a director

SPECIFIC RESPONSIBILITIES OF ALL DIRECTORS:

- A. Must be a member in good standing.
- B. Keep generally informed about the activities of the organization and the community in which it operates.
- C. Commit to the work of the organization and be willing to serve on Board committees and external committees as appropriate. Participate in special events organized by the CA.
- D. Exercise care, due diligence and skill in the performance of their duties.
- E. Know and respect the distinction in the roles of Board and management.
- F. Be informed and follow the organizations bylaws and policies.
- G. To attend a minimum of 7 of 10 regular board meetings, be prepared for discussion and vote from an informed perspective.
- H. Voice clearly, at the time a decision is being taken, any opposition to a decision being considered by the Board. Support any decisions made by the board and speak positively of the Association to enhance its mission and goals.

ADDITIONAL SPECIFIC RESPONSIBILITIES OF THE PRESIDENT:

- A. Calls and chairs the meetings of the Board and membership.
- B. Ensure that the work of the Board and Executive is conducted efficiently and effectively.
- C. Set Board agendas in consultation with the other Board members and the Executive.
- D. Ensure that the Board is properly informed about the operations of the organization and has the necessary information and opportunity to make decisions.
- E. Act as the Board's primary liaison with the Executive.
- F. Serve as ex officio, non-voting member of all committees. Ensuring that the chairperson are orientated with the CA.
- G. Act as the public and media spokesperson for the organization on matters of Board policy.
- H. Ensures financial sustainability of the CA
- I. Acts as one of the signing authorities for cheques and other documentations, approving modest expenditures.

AUTHORITY AND ACCOUNTABILITY:

The President is accountable to the members of the Community Association.

TERM:

Directors will serve for a term of two (2) years, with the option of renewing for an additional two (2) terms, or as determined by special resolution as per by-law 5.3.1

TIME COMMITMENT:

8 to 15 hours per month.

SECRETARY - Executive Officer

The Secretary is responsible for the clerical duties associated with the CA, including recording and distributing accurate minutes of Board meetings, maintaining a current filing system and overseeing general Board correspondence.

MAJOR DUTIES OF ALL DIRECTORS:

- A. Define the vision, mission and values of the organization
- B. Govern the organization through board policies
- C. Develop long-term strategic plan/ strategic priorities
- D. Approve the annual budget and other financial matters
- E. Ensure that the organization has sufficient human, financial and physical resources
- F. Fulfill the legal requirements and obligations of a director

SPECIFIC RESPONSIBILITIES OF ALL DIRECTORS:

- A. Must be a member in good standing.
- B. Keep generally informed about the activities of the organization and the community in which it operates.
- C. Commit to the work of the organization and be willing to serve on Board committees and external committees as appropriate. Participate in special events organized by the CA.
- D. Exercise care, due diligence and skill in the performance of their duties.
- E. Know and respect the distinction in the roles of Board and management.
- F. Be informed and follow the organizations bylaws and policies.
- G. To attend a minimum of 7 of 10 regular board meetings, be prepared for discussion and vote from an informed perspective.
- H. Voice clearly, at the time a decision is being taken, any opposition to a decision being considered by the Board. Support any decisions made by the board and speak positively of the Association to enhance its mission and goals.

ADDITIONAL SPECIFIC RESPONSIBILITIES OF THE SECRETARY:

- A. Assists in notifying Board members of meetings and ensures that there is quorum.
- B. Serves on the Executive Committee.
- C. Keeps accurate minutes that include motions and decisions resulting, as well as keeps attendance at these meetings.
- D. Distributes copies of the minutes.
- E. Keeps a copy of the list of all members (provided by the Membership Committee) as well as the list of members associated with all sub-committees and the Board.
- F. Ensures the distribution of Board correspondence to appropriate members of the Board as well as responds to Board correspondence when required.
- G. Acts as one of the signing authorities for cheques and other documentations.

AUTHORITY AND ACCOUNTABILITY:

The Secretary is accountable to the President and members of the Community Association.

TERM:

Directors will serve for a term of two (2) years, with the option of renewing for an additional two (2) terms, or as determined by special resolution as per by-law 5.3.1

TIME COMMITMENT:

8 to 12 hours per month.

VICE-PRESIDENT - Executive Officer

The role of the Vice-President is to be the primary replacement for the President when unable to be available at meetings / events, helping to provide direction and leadership to the Board of Directors.

MAJOR DUTIES OF ALL DIRECTORS:

- A. Define the vision, mission and values of the organization
- B. Govern the organization through board policies
- C. Develop long-term strategic plan/ strategic priorities
- D. Approve the annual budget and other financial matters
- E. Ensure that the organization has sufficient human, financial and physical resources
- F. Fulfill the legal requirements and obligations of a director

SPECIFIC RESPONSIBILITIES OF ALL DIRECTORS:

- A. Must be a member in good standing.
- B. Keep generally informed about the activities of the organization and the community in which it operates.
- C. Commit to the work of the organization and be willing to serve on Board committees and external committees as appropriate. Participate in special events organized by the CA.
- D. Exercise care, due diligence and skill in the performance of their duties.
- E. Know and respect the distinction in the roles of Board and management.
- F. Be informed and follow the organizations bylaws and policies.
- G. To attend a minimum of 7 of 10 regular board meetings, be prepared for discussion and vote from an informed perspective.
- H. Voice clearly, at the time a decision is being taken, any opposition to a decision being considered by the Board. Support any decisions made by the board and speak positively of the Association to enhance its mission and goals.

ADDITIONAL SPECIFIC RESPONSIBILITIES OF THE VICE-PRESIDENT:

- A. Chairs the meetings of the Board and membership when president is unavailable.
- B. Ensure that the work of the Board and Executive is conducted efficiently and effectively.
- C. Set Board agendas in consultation with the other Board members and the Executive.
- D. Ensure that the Board is properly informed about the operations of the organization and has the necessary information and opportunity to make decisions.
- E. Act as the Board's primary liaison with the Executive.
- F. Acts as one of the signing authorities for cheques and other documentations, approving modest expenditures.

AUTHORITY AND ACCOUNTABILITY:

The Vice-President is accountable to the members of the Community Association.

TERM:

Directors will serve for a term of two (2) years, with the option of renewing for an additional two (2) terms, or as determined by special resolution as per by-law 5.3.1

TIME COMMITMENT:

8 to 15 hours per month.

TREASURER - Executive Officer

The role of the Treasurer is to ensure the proper recording, deposits and disbursements of all organizational funds.

MAJOR DUTIES OF ALL DIRECTORS:

- A. Define the vision, mission and values of the organization
- B. Govern the organization through board policies
- C. Develop long-term strategic plan/ strategic priorities
- D. Approve the annual budget and other financial matters
- E. Ensure that the organization has sufficient human, financial and physical resources
- F. Fulfill the legal requirements and obligations of a director

SPECIFIC RESPONSIBILITIES OF ALL DIRECTORS:

- A. Must be a member in good standing.
- B. Keep generally informed about the activities of the organization and the community in which it operates.
- C. Commit to the work of the organization and be willing to serve on Board committees and external committees as appropriate.
- D. Exercise care, due diligence and skill in the performance of their duties.
- E. Know and respect the distinction in the roles of Board and management.
- F. Be informed and follow the organizations bylaws and policies.
- G. To attend a minimum of 7 of 10 regular board meetings, be prepared for discussion and vote from an informed perspective.
- H. Voice clearly, at the time a decision is being taken, any opposition to a decision being considered by the Board. Support any decisions made by the board and speak positively of the Association to enhance its mission and goals.

ADDITIONAL SPECIFIC RESPONSIBILITIES OF THE TREASURER:

- A. Ensure up to date, complete, and accurate records are kept of the organization's financial matters.
- B. Ensure that proper financial systems and procedures are in place, i.e. deposits, cheques, and accounting. Acting as a signing officer and issuing cheques as required.
- C. Prepare and present to the Board regular reports on the organization's financial health, in addition to all reports required for Annual General Meeting.
- D. Compile and ensure proper processes in the approval of the budget.
- E. Chair the Finance Committee.

AUTHORITY AND ACCOUNTABILITY:

The Treasurer is accountable to the Board of Directors.

TERM:

Directors will serve for a term of two (2) years, with the option of renewing for an additional two (2) terms, or as determined by special resolution as per by-law 5.3.1

TIME COMMITMENT:

8 to 12 hours per month.

MEMBERSHIP & COMMUNICATIONS DIRECTOR

The role of the Membership & Communications Director is to maintain proper records of memberships and sending mass communications as required by the Executive.

MAJOR DUTIES OF ALL DIRECTORS:

- A. Define the vision, mission and values of the organization
- B. Govern the organization through board policies
- C. Develop long-term strategic plan/ strategic priorities
- D. Approve the annual budget and other financial matters
- E. Ensure that the organization has sufficient human, financial and physical resources
- F. Fulfill the legal requirements and obligations of a director

SPECIFIC RESPONSIBILITIES OF ALL DIRECTORS:

- A. Must be a member in good standing.
- B. Keep generally informed about the activities of the organization and the community in which it operates.
- C. Commit to the work of the organization and be willing to serve on Board committees and external committees as appropriate.
- D. Exercise care, due diligence and skill in the performance of their duties.
- E. Know and respect the distinction in the roles of Board and management.
- F. Be informed and follow the organizations bylaws and policies.
- G. To attend a minimum of 7 of 10 regular board meetings, be prepared for discussion and vote from an informed perspective.
- H. Voice clearly, at the time a decision is being taken, any opposition to a decision being considered by the Board. Support any decisions made by the board and speak positively of the Association to enhance its mission and goals.

ADDITIONAL SPECIFIC RESPONSIBILITIES OF THE MEMBERSHIP DIRECTOR:

- A. Ensure current, complete, and accurate records are kept of the organization's memberships.
- B. Updating Membership database including email addresses, in order to send mass emails as requested by the Executive.
- C. Co-ordinates a membership table at all community events and any available door prizes for membership draws.
- D. Ensures that all members pay their annual dues and forward / deposit the monies as required by the Treasurer's "proper financial procedures".
- E. Completes all membership cards as submitted by the Trico Centre and newsletter submission, ensures to deliver / mail cards with all related materials as determined by the Board.

AUTHORITY AND ACCOUNTABILITY:

The Membership & Communication Director is accountable to the Board of Directors.

TERM:

Directors will serve for a term of two (2) years, with the option of renewing for an additional two (2) terms, or as determined by special resolution as per by-law 5.3.1

TIME COMMITMENT:

4 to 8 hours per month.

SPORTS & RECREATION DIRECTOR

The role of the Sports & Recreation Director is to be the primary liaison with all sporting teams providing community programming.

MAJOR DUTIES OF ALL DIRECTORS:

- A. Define the vision, mission and values of the organization
- B. Govern the organization through board policies
- C. Develop long-term strategic plan/ strategic priorities
- D. Approve the annual budget and other financial matters
- E. Ensure that the organization has sufficient human, financial and physical resources
- F. Fulfill the legal requirements and obligations of a director

SPECIFIC RESPONSIBILITIES OF ALL DIRECTORS:

- A. Must be a member in good standing.
- B. Keep generally informed about the activities of the organization and the community in which it operates.
- C. Commit to the work of the organization and be willing to serve on Board committees and external committees as appropriate.
- D. Exercise care, due diligence and skill in the performance of their duties.
- E. Know and respect the distinction in the roles of Board and management.
- F. Be informed and follow the organizations bylaws and policies.
- G. To attend a minimum of 7 of 10 regular board meetings, be prepared for discussion and vote from an informed perspective.
- H. Voice clearly, at the time a decision is being taken, any opposition to a decision being considered by the Board. Support any decisions made by the board and speak positively of the Association to enhance its mission and goals.

ADDITIONAL SPECIFIC RESPONSIBILITIES OF THE SPORTS & RECREATION DIRECTOR:

- A. Reviews and prepares policy and procedures related to sports programs.
- B. Helps recruit coaches if required.
- C. Delegates coaching responsibilities.
- D. Organizes registration times and community signage if required.
- E. Additional responsibilities for community association run programs:
 - i. Sets and collects sports program fees.
 - ii. Arranges timetables.
 - iii. Attends zone and other city-wide related meetings.

AUTHORITY AND ACCOUNTABILITY:

The Membership & Communication Director is accountable to the Board of Directors.

TERM:

Directors will serve for a term of two (2) years, with the option of renewing for an additional two (2) terms, or as determined by special resolution as per by-law 5.3.1

TIME COMMITMENT:

4 to 8 hours per month.

FUNDRAISING DIRECTOR

The role of the Fundraising Director is to explore fundraising options and present ideas to the board to help continue the fiscal health of the association.

MAJOR DUTIES OF ALL DIRECTORS:

- A. Define the vision, mission and values of the organization
- B. Govern the organization through board policies
- C. Develop long-term strategic plan/ strategic priorities
- D. Approve the annual budget and other financial matters
- E. Ensure that the organization has sufficient human, financial and physical resources
- F. Fulfill the legal requirements and obligations of a director

SPECIFIC RESPONSIBILITIES OF ALL DIRECTORS:

- A. Must be a member in good standing.
- B. Keep generally informed about the activities of the organization and the community in which it operates.
- C. Commit to the work of the organization and be willing to serve on Board committees and external committees as appropriate.
- D. Exercise care, due diligence and skill in the performance of their duties.
- E. Know and respect the distinction in the roles of Board and management.
- F. Be informed and follow the organizations bylaws and policies.
- G. To attend a minimum of 7 of 10 regular board meetings, be prepared for discussion and vote from an informed perspective.
- H. Voice clearly, at the time a decision is being taken, any opposition to a decision being considered by the Board. Support any decisions made by the board and speak positively of the Association to enhance its mission and goals.

ADDITIONAL SPECIFIC RESPONSIBILITIES OF THE FUNDRAISING DIRECTOR:

- A. Investigate current options for fundraising and grants available and present ideas to the board to help continue the fiscal health of the association.
- B. Complete the grant applications to the best of their ability, seeking clarification from the board if required.
- C. Monitoring all fundraising events, recruiting the necessary volunteers as required.

AUTHORITY AND ACCOUNTABILITY:

The Fundraising Director is accountable to the Board of Directors.

TERM:

Directors will serve for a term of two (2) years, with the option of renewing for an additional two (2) terms, or as determined by special resolution as per by-law 5.3.1

TIME COMMITMENT:

4 to 8 hours per month.

DIRECTOR-AT-LARGE

The Director-At-Large is responsible for furthering and implementing the direction established by the Board through active participation in Board activities.

MAJOR DUTIES OF ALL DIRECTORS:

- A. Define the vision, mission and values of the organization
- B. Govern the organization through board policies
- C. Develop long-term strategic plan/ strategic priorities
- D. Approve the annual budget and other financial matters
- E. Ensure that the organization has sufficient human, financial and physical resources
- F. Fulfill the legal requirements and obligations of a director

SPECIFIC RESPONSIBILITIES OF ALL DIRECTORS:

- A. Must be a member in good standing.
- B. Keep generally informed about the activities of the organization and the community in which it operates.
- C. Commit to the work of the organization and be willing to serve on Board committees and external committees as appropriate.
- D. Exercise care, due diligence and skill in the performance of their duties.
- E. Know and respect the distinction in the roles of Board and management.
- F. Be informed and follow the organizations bylaws and policies.
- G. To attend a minimum of 7 of 10 regular board meetings, be prepared for discussion and vote from an informed perspective.
- H. Voice clearly, at the time a decision is being taken, any opposition to a decision being considered by the Board. Support any decisions made by the board and speak positively of the Association to enhance its mission and goals.

ADDITIONAL SPECIFIC RESPONSIBILITIES OF THE DIRECTOR-AT-LARGE:

- A. Support of and participation in special events and activities organized by the Board of Directors and its sub-committees.
- B. Undertakes special one-time projects or ongoing projects for the community with the approval of the Board of Directors.

AUTHORITY AND ACCOUNTABILITY:

Elected by and accountable to the members of the Community Association. Reports to the President.

TERM:

Directors may serve for a maximum of two (2) years, with the option to renew for two (2) additional terms, or as determined by special resolution as per by-law 5.3.1

TIME COMMITMENT:

4 to 8 hours per month.

POTENTIAL BOARD MEMBER CHECKLIST:

	YES	NO
MY VALUES:	-	-
Do I want to serve on this board?		
Do I believe in the importance and value of the organization to the community?		
Can I endorse the organization's mission without reservation?		
PERFORMANCE EXPECTATION FOR ALL BOARD MEMBERS:	-	-
Can I be loyal to the interests of this organization?		
Can I minimize the potential for conflict of interest if I sit on this board?		
Am I prepared to work as part of the board team?		
Am I joining this board with a desire to apply the principles of fair play, high ethical standards and straightforward communication?		
Am I committed to being prepared for all meetings?		
Am I committed to being an active member of this board?		
Am I comfortable with the distinction of board roles in the organization?		
Am I comfortable dealing with issues related to confidentiality that are likely to come before the board?		
Am I prepared to be a public advocate for this organization?		
Am I aware of how to minimize my personal liability when sitting on this board?		
INFORMATION ABOUT THIS BOARD OPPORTUNITY:	-	-
Is a formal orientation provided?		
Is there a board meeting schedule provided?		
Are board member job descriptions available?		
Is a strategic plan available?		
Does the board have a Code of Conduct?		
Is there a list of time and financial requirements for board members?		
Are there training events board members are expected to attend?		

A Good Board Practices Checklist

1. The Board of Directors meets at a regular time and date.	Yes / No
2. The Board operates according to the constitution or by-laws under which the organization is incorporated.	Yes / No
3. All Board members have a copy of the by-laws or constitution under which the organization is incorporated.	Yes / No
4. The Board or its Executive Committee normally plans the Board's meeting agenda.	Yes / No
5. We usually cover all the items on our board meeting agenda.	Yes / No
6. Minutes, committee and staff reports are distributed to directors at least a few days in advance of board meetings.	Yes / No
7. There is a written job description or statement of responsibilities for members of the Board.	Yes / No
8. There is a job description for the chair of the Board.	Yes / No
9. The Board has approved policies outlining its expectation in the following areas:	Yes / No
a. Financial management practices	Yes / No
b. Personnel management practices	Yes / No
c. Conflict of interest	Yes / No
d. Fundraising practices	Yes / No
e. Quality of service to users, clients, consumers, or the public	Yes / No
f. Safety of staff, volunteers , and clients	Yes / No
10. There is a policy manual containing all existing policies.	Yes / No
11. The Board received regular financial reports and monitors the performance of the organization in relation to its budget.	Yes / No