

## BOARD AND MEMBER RESPONSIBILITIES

### For all members:

- Be committed to the mission, goals and policies of the organization.
- Perform the functions and work of the board to the best of one's ability.
- Avoid any conflicts of interest and situations that would compromise the principles of the organization or lead to the perception of compromise.
- Disclosing any conflicts of interest, avoiding the use of the organization's opportunities for personal gain.
- Maintaining confidentiality of information held by the organization.
- Be knowledgeable about the organization, the services it provides and the community in which it operates.
- Requesting information needed for decision making.

### Further ,each member has the duty of:

- **Duty of Care**— Each board member has a responsibility to participate actively in making decisions on behalf of the organization and to exercise their best judgment while doing so.
- **Duty of Loyalty**— Each board member must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity. The organization's needs come first.
- **Duty of Obedience**— Board members bear the responsibility of ensuring that the organization complies with the applicable federal, provincial, local laws and adheres to its mission.

**The officers have specific roles and responsibilities in addition to those they have as members of the organization.**

**President:**

*The president is the executive officer of the organization and in this capacity shall:*

- Preside over board meetings.
- Serve as chairperson of meetings.
- Acts as spokesperson for the organization.
- Perform such duties as directed by the by laws and the board.
- Call special meetings if necessary.
- Assist the Secretary in preparing board meeting agendas.

**Vice President**

*The president is the executive officer of the organization and in this capacity shall:*

- Attend all board meetings.
- Perform those functions delegated to the vice president by the president.
- The Vice President may also assume the role of chair if requested by the president.
- Perform the duties of the president when the president is unable to perform them.
- Participate as part of the board leadership.

**Secretary**

*The secretary is the officer responsible for the records and correspondence of the organization and in this capacity shall:*

- Perform those functions delegated to the secretary by the president.
- Safeguard all the records of the organization.
- Record and retain the minutes of all board and executive committee meetings and collect and retain the minutes of all other committees meetings.
- Give notice of meetings and distribute minutes and other documents as needed.
- Distribute the meeting Agenda's ahead of any meetings.
- Post the minutes of the meetings to the Members and other applicable sites.

## **Treasurer**

*The treasurer is the financial officer of the organization and in this capacity shall:*

- Perform those functions delegated to the treasurer by the president and the board members.
- Safeguard the assets of the organization.
- Maintain control over the receipt and disbursement of the organization's funds.
- Manage the bank account and other financial institutions with the input from the Board.
- Oversee the preparation of the annual budget.
- Keep track of payments of membership fees.
- Review the annual audit and answer board members' questions about the audit.
- Prepare documents for filing of tax documents.

## **Membership Officer**

*The Membership Officer of the organization in this capacity shall:*

- Process new membership applications, including printing of membership certificates and other related documents.
- Holds the Organizations official seal.
- Present the requests from new applications to the members.
- Keep records of members and make these available to the board upon request.
- Attend Board meetings.