



## **Board Member Responsibilities**

- Attend all board and committee meetings and functions, such as special events
- Be informed about the organization's mission, services, policies, and programs
- Review agenda and supporting materials prior to board and committee meetings and be prepared to discuss
- Serve on committees or task forces and offer to take on special assignments
- Inform others about the organization
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization
- Keep up-to-date on developments in the organization's field
- Follow conflict of interest and confidentiality policies
- Refrain from making special requests of the staff
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements

## **Chairperson**

Term of Office: A two-year term appointed by the Board

Specific duties

- Supervises the affairs of the Board;
- Attends all meetings of the Society and the Board and when present, chairs all meetings of the Society and the Board;
- Is an ex-officio member of all Committees and is required to attend all meetings or identify a designate to attend on his/her behalf;
- Acts as the spokesperson for the Society;
- Act as one of the signing authorities of the Association
- Approve the agenda and ensure that the Executive Director has forwarded it to Board members two working days prior to the meeting
- Ensure Board members received the materials they need to do their job including reports, meeting agendas and minutes.
- Give recognition to the Executive Director.
- Carries out other duties assigned by the Board
- Be active on CLN Portal

## **Vice Chairperson**

Term of Office: A two-year term appointed by the Board

Specific duties

- Attends all meetings of the Society and the Board.

- Presides at meetings in the Chairperson's absence. If the Vice-Chairperson is absent, the Directors elect a Chairperson for the meeting.
- Replaces the Chairperson at various functions when asked to do so by the Chairperson or the Board;
- Act as one of the signing authorities of the Association
- Give recognition to Board members for their work
- Work with the Executive Director and Director of Board Development to orientate new Board members
- Carries out other duties assigned by the Board.
- Be active on CALP Portal

## **Secretary**

Term of Office: A two-year term appointed by the Board

Specific duties

- Attends all meetings of the Society and the Board;
- Has charge of the Board's correspondence;
- Makes sure a record of names and addresses of all Members of the society is kept;
- Makes sure all notices of various meetings are sent;
- Ensures the Seal of the Society is in safe keeping in Association's office ;
- Files the annual return, changes in the directors of the organization, amendments in the bylaws or other incorporating documents with the Corporate Registry;
- Record and maintain minutes of the Board meetings (in particular motions and decisions) and Board records
- Circulate the attendance sign-in sheet and ensure there is quorum.
- Work with the Executive Director to ensure that Board members receive minutes within 5 working days following a meeting
- Ensure Board of Directors has read & signed Code of Conduct document annually at AGM
- Update information following AGM for Society Annual Return
- Maintain record of organization history and update annually
- Be active on CLN Portal
- Carries out other duties assigned by the Board

## **Treasurer**

Term of Office: A two-year term appointed by the Board

Specific duties

- Attends all meetings of the Society and the Board;
- Ensures all monies paid to the Society are deposited in a chartered bank, treasury branch or trust company chosen by the Board;
- Ensures a detailed account of revenues and expenditures is presented to the Board as requested;
- Ensures an audited statement of the financial position of the Society is prepared and presented to the Annual General Meeting;
- Act as one of the signing authorities of the Association

- Work with the Executive Director and/or staff to ensure regular financial reports are presented at every Board meeting
- Act as a resource for other committees
- Attend monthly budget meetings with staff and ED
- Be available at least 2x per month for cheque signing
- Attend meetings with accountant when required
- Work closely with Executive Director and Director of Fund Development to ensure Financial needs and responsibilities are being met
- Carries out other duties assigned by the Board
- Be active on CALP Portal

### **Director of Community Engagement**

Term of Office: A two-year term appointed by the Board

Specific duties

- Attends all meetings of the Society and the Board;
- Advocate for the organization by attending meetings and events
- Develop and implement “Ambassador Program” to recruit members
- Work with ED to develop promotional literature (print and digital)
- Be available to speak publicly on behalf of DVDCLA when required
- Work with ED on media promotion (radio, newspaper, etc)
- Work with ED to identify and build on partnership and relationships
- Carries out other duties assigned by the Board
- Be active on CALP Portal

### **Director of Board Development**

Term of Office: A two-year term appointed by the Board

Specific duties

- Attends all meetings of the Society and the Board;
- Identify areas where Board development is required and suggest opportunities
- Plan Board workshops and annual Board retreat
- Act as a leader in Board recruitment
- Work with the Vice Chair to orientate new Board Directors
- Board Director recognition (tenure, appreciation, resignation etc)
- Develop Board self evaluation tool and ensure it is being used
- Carries out other duties assigned by the Board
- Be active on CALP Portal

### **Director of Policy Review**

Term of Office: A two-year term appointed by the Board

Specific duties

- Attends all meetings of the Society and the Board
- Be the Board resource regarding DVDCLA Policy
- Create Board Work Plan regarding ongoing policy review

- Ensure Policy is constantly being reviewed
- Work with ED to identify policy gaps and updates
- Bring forward proposed policy for approval by the Board
- Review Procedure Manual to ensure policy is adhered to
- Carries out other duties assigned by the Board.
- Be active on CLN Portal

### **Director of Fund Development**

Term of Office: A two-year term appointed by the Board

Specific duties

- Attends all meetings of the Society and the Board
- Participate in Budget planning and be aware of organizational funding needs
- Work with ED to research, write and submit grants
- Work with ED to arrange fundraising events
- Develop strategic partnerships relating to funding
- Work with ED to recognize funders
- Identify new opportunities to obtain funding
- Carries out other duties assigned by the Board
- Be active on CALP Portal

### **Director**

Term of Office: A two-year term appointed by the Board

Specific duties

- Attends all meetings of the Society and the Board
- Carries out other duties assigned by the Board
- Be active on CALP Portal