



Board Member Roles and Responsibilities

Officers

The Officers of the Society shall include a Chair, Past-Chair, Vice-Chair, Secretary and Treasurer.

Duties and Responsibilities

Chair

The Chair shall perform the usual duties and exercise the usual powers of a presiding officer as defined in *Robert's Rules of Order*, subject to the provisions of the Constitution and By-laws of the Society and any special rules adopted in accordance with them. Specific duties shall include:

- a) serves as the chief volunteer of the society;
- b) ensures that Board matters are handled according to governance best practices;
- c) chairs the society Board meetings and the Annual General Meeting;
- d) provides leadership for the Board of Directors in realizing the Society's mission and vision;
- e) helps guide and mediate Board actions with respect to the Society's priorities and governance concerns;
- f) evaluates, with the Executive Committee, the performance of the Executive Director, if one exists, and/or other staff support;
- g) develops the agenda for Board meetings in consultation with the Executive Committee;
- h) serves as ex-officio as a member of the Society's committees.

Past Chair

The Past Chair shall act as advisor to the Executive Committee and shall provide advice and leadership to the Board of Directors regarding past practices and other matters, to assist the Board in governing the Society.

Vice-Chair

The Vice-Chair shall be the Chair-elect during the second year of the Chair's term and shall perform the duties of the Chair in the Chair's absence and such other duties as assigned by the Chair.

Secretary

The Secretary shall maintain the records of the Board of Directors and ensure the effective management of the Society governance records, manage the minutes of the Board meetings, ensure that the minutes are done in a timely manner and distributed to Board members, and is familiar with the society's legal documents for reference during the meetings.

Treasurer

The Treasurer shall oversee the finances of the Society, including the Board's review of, and actions related to, its

financial responsibilities, supervise the issuing of cheques for payment of all authorized expenditures. The Treasurer shall report to the Board of Directors the state of finances of the Society. Specific duties shall include:

- a) provides an annual budget to the Board of Director's approval;
- b) ensures the development and Board review of final procedures and systems;
- c) assists in the selection of a public accountant and report on the year-end financial statements at the Annual General meeting. In addition, every five years, commencing in 2020, the Treasurer shall assist in the selection of an auditor and report on the audit at the Annual General meeting.

Committee Chairs

Duties and Responsibilities

- Standing Committees shall be established by the Board of Directors, or as authorized at any annual or special meeting, the duties of which shall be determined and allocated by the Board of Directors.
- Chairs of Standing Committees shall be nominated by the Nomination Committee in consultation with the Standing Committees.
- Standing Committees shall meet at the call of the Chairpersons of the committees. A record of their work and deliberations (e.g., minutes) shall be kept, which shall be available to the Executive Committee and the Board of Directors at the request of the Chair.

Members-at-Large

The Member-at-Large must be a member of the Society in good standing. Member-at-Large is elected for a two-year period at the AGM.

Duties and Responsibilities

- This position is a great step for new members to become involved in their profession while acquainting themselves with Board format and activities.
- This position provides opportunity to get to know colleagues in an atmosphere of common focus.
- Members-at-large attend monthly Board meetings and are free to join any of the other committees in which they have a specific interest.
- The Member-at-Large works most closely with the Chair, other Board members and appointees. They also communicate with the Vice Chair and other committee Chairs.
- The primary role of the Member-at-Large is to become familiar with the operations of the Board of Directors. The Member-at-Large will assist the Chair in achieving the goals of the Board and, ultimately, the members of the Society. This is accomplished through effecting the policies and/or decisions made by the Board.