

## **PRESIDENT**

1. Serves as the chief volunteer of the organization.
2. Provides leadership to the Board of Directors.
3. Develops agendas for meetings with the Secretary.
4. Chairs meetings of the board of directors.
5. Recommends to the board which committees are to be established.
6. Ensures that board matters are handled properly, including committee functioning, recruitment of new board members, orientations, and meeting preparation.
7. Discusses issues confronting the organization with the Executive.
8. Helps guide and mediate board actions with respect to organizational priorities and governance concerns.
9. Monitors financial planning and financial reports.
10. Evaluates the effectiveness of the board members.
11. Annually evaluates the performance of the organization in achieving its mission and objectives.
12. Speaks to the media and represents the organization to the community.



**BC LYMPHEDEMA ASSOCIATION  
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13. Annually reviews matters of governance that relate to the board's structure, role, and relationship to management.



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## **VICE-PRESIDENT**

This position is typically successor to the President position.

1. Performs the President's responsibilities when the President cannot be available.
2. Reports to the Board's President.
3. Works closely with the President and other executive positions.
4. Performs other responsibilities as assigned by the Board.

## SECRETARY

1. Is required to attend all meetings of the BCLA and its Board.  
In case of absence of the Secretary, another Director designated at that meeting will fulfil the duty.
2. Manages minutes of board meetings and ensures minutes are distributed to members shortly after each meeting.
3. Maintains records of the board and ensures effective management of organization's records. (digitally and hard copy)
4. Is sufficiently familiar with legal documents (Society Act, Director's Insurance, our Constitution & Bylaws, etc.) to note applicability during meetings.
5. Will keep/store all BCLA materials, resources and files pertinent to the secretary.
6. Maintains records of all members of the Board including their addresses.

## TREASURER

1. Manages the finances of the organization, including the board's review of and action related to, financial responsibilities.
2. Ensures appropriate financial reports are made available to the board.
3. Regularly reports to board on key financial events, trends, concerns, and assessment of fiscal health.
4. Provides annual budget to the board for members' approval.
5. Ensures development and board review of financial procedures and systems.
6. Chairs the Finance Committee and prepares agendas for meetings.
7. Recommends to the board whether the organization should have an audit.
8. Assists in the selection of an auditor, if needed, and meets with him or her annually.

## ADMINISTRATIVE ASSISTANT

1. Handle and process general correspondence.
2. Maintain and update member and donor database.
3. Communicating with members regarding their membership status.
4. Managing on line membership payments and donations.
5. Record all income transactions with a monthly income and membership report to the president and treasurer.
6. Ensure official donation receipts for income tax purposes are completed through website.
7. Maintaining all aspects of the BCLA website, emails, member requests, registrations for webinars & follow up surveys as required.
8. Periodic updates of website postings and lay-out.
9. Format and mail a monthly newsletter or other notices to membership. Content will be provided by the board.
10. Manage quarterly mailing list for Pathways Magazine for review by the chair.

## MEMBERSHIP COORDINATOR

1. Responsible for all matters pertaining to new and renewing membership.
2. Maintains a record of all members (names, membership level & renewal dates), updated at least monthly.
3. Updates the membership numbers in One Drive monthly for director's info and board meeting.
4. Keeps record of 10 year and 15 year anniversary members for AGM meeting.
5. Notifies support group leader of new member in their area.
6. Receives email membership notifications (new, renewal, lapsed members) from Wild Apricot and administrator.
7. Check Wild Apricot website regularly to confirm new and renewal memberships.
8. Creates welcome letters and emails out Welcome Packages (resources and Letter upon request) to new members.
9. Stores LE resources: Brochures, Business Cards, Information booklets, etc.
10. Supports the board and administrator with correspondence to membership.
11. Assists with aspects of the AGM preparation and coordination.
12. Participates in any Membership or Program Committee meetings and related membership committee decision-making processes.



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## DIRECTOR

1. Understands and demonstrates a commitment to the organization's mission and programs.
2. Keeps up to date with issues and trends that affect the organization.
3. Prepares for meetings by reading agendas, minutes, reports and other documentation required to actively participate in them.
4. Attends meetings regularly.
5. Contributes skills and knowledge by participating actively in meetings.
6. Makes inquiries when clarification or more information is needed.
7. Understands and monitors the organization's financial affairs.
8. Avoids any potential conflicts of interest.
9. Understands and maintains confidentiality.
10. Ensures the organization is complying with all legal and regulatory requirements.



## COMMITTEE CHAIRPERSON

1. Plans and oversees the logistics of committee operations.
2. Reports to the President.
3. Presents committee decisions/recommendations to the board.
4. Assigns work to committee members.
5. Ensures committee members have the information needed to do their jobs.
6. Sets the agenda for and runs committee meetings.
7. Ensures distribution of committee meeting minutes.
8. Works with applicable people in achieving the objectives of the committee.
9. Evaluates committee effectiveness in reaching goals and objectives.