

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

# VICE-PRESIDENT

This position is typically a 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. Maintains records of the board and ensures effective management of organization's records.
2. Manages minutes of board meeting.
3. Ensures minutes are distributed to members shortly after each meeting.
4. Is sufficiently familiar with legal documents (Society Act, our Constitution & Bylaws, etc.) to note applicability during meetings.

## 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.

## 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 and committee work.
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.

Current committees include:

**Health Advisory Committee** that has 3 volunteers but no one assigned as chair.

**Education Committee**, This committees works on planning education days & conferences. Leadership & participation is dependent on the location & timing of the event being planned.

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## **Future plans could include:**

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| • Support Committee | Help develop support groups; |
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• Newsletter Committee	Provide information & prepare regular newsletters to members.
• Promotion Committee	Develop social media & other methods of promoting BCLA. Would work closely with Education & Awareness.

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