

President's Role and Responsibilities

Original Effective Date:	15-Apr-13
Date of Last Amendment:	15-Apr-13

The role of the President is to lead the Board in establishing effective governance processes and practices.

Specific Responsibilities of the President

In addition to the general duties and responsibilities of all Directors, the President has these additional duties:

- A. President chairs the meetings of the Board and membership, with voting privileges according to CMCA by-laws and Robert's Rules of Order
- B. Ensure that the work of the Board is conducted efficiently and effectively
- C. Prepare Board agendas in consultation with other Board members, Secretary, and the Hall Manager
- D. Ensure that the Board is properly informed about the operations of the organization and has the necessary information and opportunity to make decisions
- E. Act as the Board's primary liaison with the Hall Manager
- F. Serve as *ex officio*, non-voting member of all committees
- G. Act as the public and media spokesperson for the organization on matters of Board policy.

Summary (acting as President):

- Put structures (policies and procedures) in place
- Organize and orient volunteers/staff to understand roles
- Foster a welcoming, inclusive environment

Summary (acting as Chair):

- Monitor behavior
- Remain neutral
- Depersonalize conflicts by referring back to structures (policies and procedures)

Authority and Accountability

The President is accountable to the Board of Directors.

Term

The President may serve for two (2) years, with the option to run for re-election for two (2) additional consecutive terms.

Vice-President's Role and Responsibilities

Original Effective Date:	15-Apr-13
Date of Last Amendment:	15-Apr-13

The role of the Vice-President is to assist the President in leading the Board in establishing effective governance processes and practices.

Specific Responsibilities of the Vice-President

In addition to the general duties and responsibilities of all Directors, the President has these additional duties:

- A. In the absence of the President, the Vice-President:
 - a. Chairs the meetings of the Executive, Board, and membership, with voting privileges according to CMCA by-laws and Robert's Rules of Order
 - b. Ensures that the work of the Board is conducted efficiently and effectively
 - c. Set Board agendas in consultation with other Board members and the Hall Manager
 - d. Ensure that the Board is properly informed about the operations of the organization and has the necessary information and opportunity to make decisions
 - e. Act as the Board's primary liaison with the Hall Manager
 - f. Serve as ex officio, non-voting member of all committees
 - g. Act as the public and media spokesperson for the organization on matters of Board policy.
- B. Acts as Project manager in overseeing grant application and submission, and coordinating all resulting Lifecycle projects.
- C. Oversees a current inventory of all association assets (not capital assets/facilities)
- D. Vice-President may be assigned special projects to support significant community association initiatives, community interests, CMCA expansion projects, etc., as requested by the Executive/Board.

Authority and Accountability

The Vice-President is accountable to the Board of Directors.

Term

The Vice-President may serve for two (2) years, with the option to run for re-election for two (2) additional consecutive terms.

Treasurer Position Description

<i>Original Effective Date:</i>	15-Apr-13
<i>Date of Last Amendment:</i>	15-Apr-13

The role of the Treasurer is to ensure the proper recording, deposits, and disbursements of all organizational funds.

Specific Responsibilities of the Treasurer

In addition to the general duties and responsibilities of all directors, the Treasurer has these additional duties:

- A. Ensure proper processes in the development and approval of the budget
- B. Ensure the Board of Directors is presented with a budget at start of fiscal year
- C. Ensure that the Board is provided with regular reports on the organization's financial health
- D. Chair the Finance Committee (if struck)
- E. Ensure complete and accurate records are kept of the organization's financial matters
- F. Ensure that proper financial systems and procedures are in place
- G. Ensure the Municipal and Provincial government regulations for financial reporting and accountability are met

Authority and Accountability

The Treasurer is accountable to the Board of Directors.

Term

The Treasurer may serve for two (2) years, with the option to run for re-election for two (2) additional consecutive terms.

Secretary Role and Responsibilities

Original Effective Date:	15-Apr-13
Date of Last Amendment:	15-Apr-13

The role of the Secretary is to ensure the proper recording, tracking, and storage of all Executive and Board meeting minutes, discussion topics, and motions (general, annual, public, and *in camera*).

Specific Responsibilities of the Secretary

In addition to the general duties and responsibilities of all Directors, the Secretary has these additional duties:

- A. Ensure finalized and approved minutes are archived
- B. Assemble and provide policies, procedures, and minutes (and related documents) when necessary
- C. Ensure recording and updating of all motions
- D. Provide previous month's minutes and motions to Hall Manager/President prior to current month's meeting for distribution with agenda and reports

Authority and Accountability

The Secretary is accountable to the Board of Directors.

Term

The Secretary may serve for two (2) years, with the option to run for re-election for two (2) additional consecutive terms.

Past President Role and Responsibilities

<i>Date Drafted:</i>	
<i>Date Approved:</i>	
<i>Date Revised:</i>	

The role of the Past President is to ensure a smooth transition with the incoming President/Executive by providing guidance, counsel, and information, as required.

Specific Responsibilities of the Past President

In addition to the general duties and responsibilities of all directors, the Past President has these additional duties:

- A. Handover of all ongoing projects to incoming President/Executive
- B. Attendance at monthly Board, special, and Executive meetings, or as requested by President
- C. The Past President may be requested to contribute to or lead special projects to support significant community association initiatives, such as lifecycle projects, community interests, CMCA expansion projects, etc., as requested by the Executive/Board.

Authority and Accountability

The Past President is accountable to the Executive.

Term

The Past President will serve until such time as the current President resigns.

Director Position Description

Original Effective Date:	15-Apr-13
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The Board is responsible for establishing the organization's vision and direction; ensuring the financial health of the organization; directing organizational operations; and ensuring that the organization has sufficient and resources.

Directors have the following duties and responsibilities:

Major Duties of Directors

- A. Define the vision, mission and values of the organization
- B. Govern the organization through broad policies
- C. Develop long-term strategic plan/ strategic priorities
- D. Approve the annual budget
- E. Ensure that the organization has sufficient human, financial and physical resources
- F. Fulfill the legal requirements and obligations of a director.

Specific Responsibilities of Directors

- A. Be informed of the legislation under which the organization exists (e.g. Alberta Societies Act), its bylaws and policies
- B. Exercise care, due diligence and skill in the performance of their duties
- C. Keep generally informed about the activities of the organization and the community in which it operates
- D. Be willing to serve on Board committees and external committees as appropriate
- E. Attend Board meetings regularly, be prepared for discussion and vote from an informed perspective
- F. Voice clearly, at the time a decision is being taken, any opposition to a decision being considered by the Board
- G. Know and respect the distinction in the roles of Board and management.

Authority and Accountability

Individual Directors are elected under the authority of the bylaws and are responsible to the members who elect or appoint them. They have no authority to act or give direction to staff individually.

Term

Directors may continue to serve for as long as desired, provided they meet requirements for Directors according to by-laws, policies, and/or procedures.