

Fundraising Association Board of Directors Role Descriptions

All Board Members

Authority and Responsibility

The Board of Directors are the legal authority for any society/association incorporated under the Alberta *Societies Act*.

All Board Members act in a position of trust for the community and are responsible for the effective governance of the organization.

Board Members are responsible for ensuring that the Board is conducting Association business as indicated within the Bylaws of the Association, the rules and regulations of Alberta Corporate Registry, the *Societies Act* and any other agency with which the Association has a relationship, as well as the expectations of the general membership of the Association.

Board Members have the authority to act and speak on behalf of the Association, given by the Membership through election and decision making at the Annual General Meeting. This covers matters specific to overseeing operations, and making decisions that will fulfill the mission of the Association.

Requirements

Requirements of all Board Members include:

- Commitment to the work of the organization.
- Knowledge and skills in one or more areas of Board governance: policy, finance, operations and advocacy.
- Willingness to serve, when needed or requested, on one or more committee(s).
- Be a current Member in good standing of the Association.
- Attend and support special events, such as fundraisers.
- An understanding of, and true belief in, the mission and purpose of the Association.
- An understanding of the Bylaws and Policies of the Association.
- An ability to develop mutually beneficial relationships within the membership and beyond.
- Treating all members, volunteers, students and School staff members with respect.
- The ability to receive and offer feedback.
- Agreeing to all aspects of this job description.
- Acting in good faith.
- Being a team player.

Time Requirements

Board Members are expected to attend all Regular Meetings of the Board. These meetings will be no longer than 2 hours in duration and will occur every 4 to 6 weeks as determined by the Board. Some Board Members may be required to spend additional time preparing reports for presentation at specific meetings.

Board Members are also expected to attend all Special Meetings of the Board or Association. These may include, but are not limited to; the Annual General Meeting, Board Development and Strategic Planning Meetings. Time requirements for these events vary but will be communicated well in advance to all Board Members.



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Term of Office

All Board Members, with the exception of the Past President, are elected by majority vote of the membership in attendance at the Annual General Meeting. Board Members serve for a one or two year term, as indicated in the Bylaws and are released at the end of the elected term.

General Duties

Board Members will be fully informed on Association matters and participate in the Board's deliberations and decisions in matters of Association policy, finance, operations and advocacy.

Board Members will:

- Attend Annual, Regular and Special General Meetings.
- Be prepared for, attend and actively participate in all Board Meetings.
- Actively support the initiatives and actions of the Association.
- Approve, where appropriate, policy and other recommendations received from the Board and its standing committees.
- Review the Bylaws and recommend Board-approved bylaw changes to the Membership.
- Review the Board's structure, approve changes, and prepare necessary Bylaw amendments.
- Participate in the development of the Association's plan and annual review.
- Review the Annual budget for the Association and submit to the Membership for approval.
- Assist in developing and maintaining positive working relations among the Board, committees, School and School Council to support and enhance education in the School Community.
- Allow for opinions and positions of all Members to be voiced and heard in a safe, respectful environment.
- Act as a leader and an ambassador of the Association.
- Strive to reach consensus in all areas. If a consensus cannot be reached, Board Members will accept, and adhere to, the majority decision of the Board.
- Address operational concerns openly and with input from Board Members.
- Address personal concerns relating to Board Members roles privately, constructively, respectfully and in a timely manner.

Evaluation

The Board's performance may be evaluated annually and is based on the most current role description.

The evaluation shall be:

- Completed by all Board Members.
- Completed in a manner that fosters respect and positive personal development.
- In written format – or at minimum, documented.
- Shared with Membership using a Results Summary.

Approval and Review Dates

Approval Date:

Review Date:



Fundraising Association Board of Directors Role Descriptions

President

- Provides leadership to the Board of Directors.
- Collaborates with the principal and the School Council Chair.
- Ensures the Board adheres to provincial legislation and its Bylaws, Mission and Policies.
- Prepares the Board's agenda with input from Board Members.
- Chairs meetings of the Board and of the Association.
- Encourages Board Members to participate in meetings and activities.
- Keeps the Board's discussions on topic by summarizing issues.
- Keeps the Board's activities focused on the Association's Mission.
- Maintains the integrity of the Board's decision-making process.
- Ensures that Committee Chairs are appointed.
- Orients Board Members and Committee Chairs to the Board responsibilities and expectations.
- Serves as ex officio member of committees and attends their meetings when needed.
- Enables the Board to govern the Association, allowing the committees to carry out the day to day operations.
- Ensures there is a process to evaluate the effectiveness of the Board and its Members, using measurable criteria.
- Recognizes Board Members' contributions to the Board's work.
- Acts as one of the signing officers for cheques and other documents, such as contracts and grant applications.
- Plays a leading role in supporting fundraising activities.
- Promotes the Association's purpose in the community and to the media.
- Presents a President's Report to the Membership at the Annual General Meeting.

Approval and Review Dates

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Vice President

- Acts in the absence of the President.
- Ensures that PIPA and CASL legislation are being followed.
- Learns the duties of the President and keeps informed on key issues.
- Works closely as consultant and advisor to the President.
- Prepares to serve a future term as President.
- Chairs at least one major committee.
- Acts as one of the signing officers for cheques and other documents, such as contracts and grant applications.
- Supports special events of the Association, such as fundraisers.
- Orients the new Vice-President.

Approval and Review Dates

Approval Date:

Review Date:



Fundraising Association Board of Directors Role Descriptions

Secretary

- Maintains records, files and details that are important for the operation of the Association.
- Maintains official records of the Association (kept for 6 years).
- Keeps copies of the Association's Bylaws and the Board's Policies.
- Keeps lists of Officers, Board Members, committees and General Membership (Register of Members).
- Notifies Board Members of meetings.
- Confirms a quorum at Board meetings.
- Keeps accurate attendance records and minutes of meetings.
- Records all motions and decisions of meetings.
- Records all corrections to minutes.
- Keeps copies of minutes of both Board and committee meetings.
- Distributes copies of minutes to Board Members promptly after meetings.
- Conducts general Board correspondence.
- Keeps records of all Board correspondence.
- Signs official documents of the Association as required.
- Files the Annual Return, amendments to the Bylaws and other required documents with the Corporate Registry.
- Makes sure members are notified of General Meetings.
- In the absence of the President and Vice-President, chairs Board meetings until the election of an alternate Chair by the Board members present.
- Supports special events of the Association, such as fundraisers.
- Orients the new Secretary.

Approval and Review Dates

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Treasurer

- Prepares and monitors annual Association budget.
- Provides regular reports to the Board on the financial state of the Association.
- Chairs the Finance Committee, if created.
- Acts as one of the signing officers for cheques and other documents, such as contracts and grant applications.
- Maintains full and accurate accounts and physical records of all Association receipts and disbursements.
- Receives and deposits all monies due to the organization.
- Prepares receipts for donations received, if required.
- Disburses all monies as directed by the Board.
- Reconciles all bank statements.
- Prepares committee budgets with committee chairs.
- Prepares and submits all financial reports in a timely manner, as required by organizations and agencies.
- Presents the Audited Financial Statement and a financial report to the Membership at the Annual General Meeting.
- Supports special events of the Association, such as fundraisers.
- Orients the new Treasurer.

Approval and Review Dates

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Fundraising Association Board of Directors Role Descriptions

Director at Large

- Prepares for, attends and actively participates in scheduled Board Meetings.
- Prepares for, attends and actively participates in meetings of assigned committees.
- Prepares for, attends and actively participates in Membership Meetings.
- Prepares for, attends and actively supports special events of the Association, such as fundraisers.
- Orients the new Directors.

Approval and Review Dates

Approval Date:

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Past President

- Acts in the absence of the President and Vice President.
- Chairs the Annual General Meeting.
- Works closely as consultant and advisor to the President.
- Chairs at least one major committee.
- Orients the new President.

Approval and Review Dates

Approval Date:

Review Date:

