

# Board Positions

Those elected to the Board will have the following duties and powers that have been approved by membership.

- Under certain circumstances, the Board may make temporary changes to an approved responsibility to ensure a task is completed accurately and on time.

## **I) Past President**

The person in this position is a Director of the Board and an Officer of the Association and is responsible for ensuring continuity to the Association and mentoring Board members to help deal with the challenges of their positions or some situation. The individual taking this position needs to have a past knowledge of the operation, its interrelationships, and the trust of other members so they can provide any guidance that is needed, either within the Association or with other stakeholders.

- Is subject to the authority of the Board.
- May be elected or appointed depending on the level of knowledge and trust the potential appointee has earned.
- Responsible for supporting the implementation of the Association's strategic plans and policies.
- Works with the President and Vice President to ensure continuity in the affairs of the Association.
- Provides support and mentorship to the President and Vice President when situations arise that the Board is unfamiliar with.
- Takes part in the budgeting process.

## **II) President**

A Director of the Board and an Officer of the Association, the President is responsible for general supervision of all activities of the Association. The President may also have other duties and powers as the Board may specify.

- Preferably have been an active participant in the organization and have been a Member in Good Standing for at least one year.
- Those elected to the President and Vice President positions may share duties as the Board sees fit.
- The President and Vice President may preside over any meetings, either jointly or individually.
- Takes part in the budgeting process.

## **III) Vice President**

A Director of the Board and an Officer of the Association, the Vice President supports the President and the Association as needed.

- Preferably have been an active participant in the organization and have been a Member in Good Standing for at least one year.
- If the President is absent, or is unable or refuses to act, the Vice President will, when present, preside at all meetings of the Board of Directors and of the membership.

### **The President and Vice President may:**

- Share duties as the Board sees fit.
- Preside over all meetings, either jointly or individually.
- The Vice President will have such other duties and powers as the Board may specify.
- Takes part in the budgeting process.

### **IV) Treasurer**

The Director of the Board and an Officer of the Association **is** responsible for the finances and all financial transactions of the Association.

- Leads the budgeting process to set the annual budget and track progress.
- Keeps full and accurate accounts of receipts and disbursements of the **Association.**
- Leads the Board in the process to establish an annual budget, maintain relevant budgeting
- data and tracking progress.
- Stores financial documents for the current and previous year and provides easy accessibility
- to them as appropriate.
- Archives documents from prior years according to the Records Management procedure.

### **V) Secretary**

A Director of the Board and an Officer of the Association who attends all Board meetings-

as well as ensuring minutes for other types of meetings-such as project meetings-are completed and stored for future use. The

Secretary will:

- Enter-or cause to be entered in the Association's records-the minutes of the proceedings of all meetings including those of members and committees of the Board.
- On instructions from the Board, works with the Secretary of other Association groups or Committees to ensure minutes are documented and processed as necessary, prepare and distribute notices to members, Directors and committee members.
- Be the custodian of all books, papers, records, documents, correspondence and other instruments belonging to the Association following the Records Management procedures.
- Takes part in the budgeting process.
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#### **IV) Director of Communication**

A Director who supports the communication needs of the Association, for both internal and external communication following the principles of personal privacy.

- Works with other members of the Association to prepare both online and paper communication using functions and resources such as social media (Facebook, Twitter, etc.), the Association's website to prepare and distribute posters, brochures, etc.
- Takes part in the budgeting process.

#### **V) Director of Special Events**

A Director who works with other Board members, volunteers and possibly outside community groups to plan, organize and deliver events that promote MGPDOA's Mandate and Vision.

- Takes part in the budgeting process.

#### **VI) Director of Membership**

A Director who manages all records related to the Association's membership ensuring privacy issues are handled securely. Responsible for using the collected data as needed and appropriate. Responsible as the Volunteer Coordinator using the access to membership data to identify people who have indicated they are willing to volunteer.

- Much of the data can be used to perform predictable tasks, such as reminding members when their membership fee is due, notice of upcoming events, notice of AGM, and so on.
- Also, interacting with other Directors on tasks that are completed on an ad hoc basis such as asking for volunteers, in general or for a specific purpose, promoting **various ideas and so on.**
- Acts as the Volunteer Coordinator using the access to membership data to identify people who have indicated they are willing to volunteer.
- Takes part in the budgeting process.

#### **VII) Director of Marketing and Promotion**

A Director who is responsible for developing and implementing a marketing plan that is suited to the MGPDOA's Mandate and Vision.

- Works with other Directors to develop relationships within the community by identifying and approaching potential sponsors.
- Works with others including someone who may not be a member of the Board but who has the skills to update and maintain the documentation such as the Policy and Procedures manual.
- Responsible for ensuring the MGPDOA Policy and Procedures manual is up-to-date.
- Oversee the document development process, but does not necessarily do the work.
- Takes part in the budgeting process.

#### **IV) Members at Large**

Elected individuals-a minimum of four (4) and a maximum of eight (8)- who hold positions as Directors of the Board.

- Any assignments must take into consideration the individual's interests and availability.

These individuals are encouraged to:

- Share their ideas and concerns they see that are related to the Association.
- Provide support and assistance in any form that is needed for scheduled events and ongoing procedures or special projects.

Takes part in the budgeting process.