

SAMPLE JOB DESCRIPTIONS – Board of Directors

PRESIDENT

FUNCTION

The President is responsible for ensuring that members of the Board:

- Is aware of and fulfill his/her governance responsibilities
- Comply with applicable laws and by-laws
- Conduct board business effectively and efficiently, and ensures that orders and resolutions of the Board are carried into effect
- Is accountable for his/her performance and actions
- Is aware of REIC's corporate strategic and marketing plans to ensure the Board resolutions are carried out in line with such plans to achieve certain common goals

RESPONSIBILITIES

- When present, preside at meetings of the Board and chapter meetings
 - Chair meetings according to accepted rules of order for the purpose of:
 - Encouraging all members to participate in discussion
 - Arriving at decisions in an orderly, timely and democratic manner
 - Ensure that an agenda is planned for Board meetings
- Work with nominating committee and/or REIC staff to recruit new board members
 - Conduct new board member orientation sessions
 - Oversee Board succession strategies
- Have general active management of the business of the chapter
- Delegation: Based on the chapter's needs and by-laws, the President may establish or propose the establishment of committees (see Job Descriptions – Chapter Committees for details) and may assign tasks and delegate responsibilities to such committees as the President sees fit
 - Serve as ex-officio (non-voting) member of chapter committees when required
- Normally designated by the Board and/or by-laws as one of the signing officers for official chapter documents and financial documentation, such as cheques, correspondence, applications, reports and contracts.

VICE-PRESIDENT/PRESIDENT-ELECT

FUNCTION

The Vice-President/President-Elect shall chair committees on special projects as designated by the Board and in the absence of the President, assumes all his/her duties.

RESPONSIBILITIES

- Attend all board meetings
- Serve on the Executive Committee (where applicable)
- Carry out special assignments as requested by the President
- Understand the responsibilities of the Board and its President in order to confidently and seamlessly take on the President's responsibilities and management of the Board in the President's absence
- Normally designated by the Board and/or by-laws as one of the signing officers for official chapter documents and financial documentation, such as cheques, correspondence, applications, reports and contracts.
- Participates as a vital part of the Board leadership team

NOTE – In some cases, the Secretary and Treasurer positions have been merged into one (Secretary-Treasurer), in which case that person takes on the responsibilities of both roles.

SECRETARY

FUNCTION

The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how and by whom, the Board's business was conducted by:

- Acting as custodian of all chapter records and documentation
- Proposing policy and practices where required
- Maintaining accurate records of decisions
- Ensuring continuity of policies and practices

RESPONSIBILITIES

- Attend all board meetings
- Serve on the Executive Committee (where applicable)
- Scribe and review Board minutes
 - Requirements may vary but all minutes should include:
 - Date, time and location of the meeting
 - List of those present and absent
 - List of items discussed as outlined by the meeting agenda
 - List of reports presented
 - Text of motions presented, a description of their disposition and detailed recording of each motion's first and seconder as well as the result of each vote.
- Provide notice of meetings when such notices are required (ie: Annual General Meetings)
- Manage the general correspondence of the Board, except for any correspondence assigned to others

- May be designated by the Board and/or by-laws as a signing officer for certain documents (such as minutes, reports and by-law changes)
- Assume responsibilities of the President in the absence of the President and the Vice-President; responsibilities include chairing meetings or overseeing the management of the chapter until such time one or both of the other officers return

TREASURER

FUNCTION

The Treasurer is responsible for overall financial management of the chapter by:

- Serving as the financial officer of the chapter
- Chairing the Finance Committee (if one exists)
- Assisting with the preparation of the budget
- Helping to develop fundraising plans
- Making financial information available to the Board and REIC National

RESPONSIBILITIES

- Attend all board meetings
- Serve on the Executive Committee (where applicable)
- Maintain the chapter's accounting procedures and overall finances
 - Deposit money, draft and cheques in the name of, and to the credit of, the chapter as designated by the Board
- Assist the chapter executive and/or chapter administrator to prepare the annual budget; present the budget to the Board for approval
- Review annual audits
- Upon request, provide the President, the Board and REIC National with a financial overview of the chapter

DIRECTORS

FUNCTION

The other Directors participate in governance issues of the chapter, represent the chapter within the community and act in accordance with REIC National and Chapter by-laws.

RESPONSIBILITIES

- ✓ Approve the chapter's philosophy and review its performance
- ✓ Annually review and approve the chapter's plans for funding, financial goals, budget, strategic and succession plans, marketing campaigns and chapter policies
- ✓ Review the results achieved by the chapter and how it aligns with REIC's philosophy, strategic and marketing plans
- ✓ Ensure the chapter's financial structure fits with the chapter's current needs and strategies
- ✓ Approve actions of the chapter, such as expenditures, fundraising goals and plans
- ✓ Ensure chapter events and programs are in line with strategic and financial plans
- ✓ Serve as a member and/or chair of chapter committees (where applicable)