

# Officers' Responsibilities

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The Board will maintain the number of Officers required by the society's by-laws<sup>1</sup> and will restrict their responsibilities to the following:

The **Chairperson** is responsible for insuring good board practices including the effectiveness of meetings and adherence to by-laws and other board rules. The chairperson will ensure that board members are aware of their duties and will set these out as required in policies that are directed to the work of the board itself. In the event that the chairperson must be absent from a board meeting, temporary chairing duties may be assumed by the Vice-Chairperson or rotated to other board members.

The Chairperson is not the chief executive officer of the Association<sup>2</sup> and has no authority over staff unless such authority is explicitly delegated to him/her by the Board.

The **Secretary** will be responsible for documenting the work of the board. This includes the recording of minutes or notes of meetings, the recording of board policies, maintaining a list of current board members, issuing notices of meetings, board correspondence and the submission of legal documents. The secretary is also responsible for the updating and storage of the Association's Minute Book.

The **Treasurer** is responsible for ensuring that the Board understands the financial affairs and resources of the organization. The treasurer's role should not add to or reduce the accountability of the Executive Director for the financial management of the organization including its adherence to budget.

Should the officers of the Board be constituted as an **Executive Committee**, their role, unless otherwise stated by the Board, shall be to ensure the effectiveness of the Board as a whole. The Executive Committee is accountable to the Board. It will not direct staff or otherwise manage the society unless specifically authorized by the Board to do so. The Executive Director will be an ex-officio member of the Executive Committee.

<sup>1</sup> Officers typically include vice-chair, past-chair or other positions.

<sup>2</sup> Unlike business or corporate organizations, voluntary and non-profit associations should, to avoid confusion, refrain from using the title "president" to refer to the Chair of the Board, which is a volunteer position.