

# JOB DESCRIPTIONS

For Community Board Members—Why do we need them, we are not a business?

Yes you are. Although you are volunteers, board members should have job descriptions. These documents are particularly useful during recruitment and orientation, and to clarify the responsibilities of the board at the level of individual board members. Job descriptions should be developed for the position of “Director” and all Officer / Executive Committee positions that exist on the board.

## **Key elements of the job description are:**

- Position title
- Who the position is accountable to
- Major responsibilities (duty of care, acting with diligence, avoiding conflict of interest, upholding public trust etc)
- Specific duties and expectations (attendance at meeting, participation, meeting preparation, participate in events and fundraising etc)
- The members agrees to support the mission & vision of the organization and to abide by the code of conduct
- Specific skills required for the position (for the treasurer position, financial expertise is required, for the President meeting management skill are required)
- Expectations regarding working with board colleagues or the staff
- Time requirements of the position and other board involvements
- Term of office
- As a note include when the policy was developed, the frequency of review, and the last time it was review

## **Specific Responsibilities for Officers / Executive Members**

### **PRESIDENT**

- Ensure that the organization functions within the provincially registered Objects, Bylaws, Mission and policies of the organization
- Develop meeting agenda; chair and manage meetings
- Create a sense of teamwork; manage behaviors and conflict of interest, and recognized volunteers and staff within the organization
- Initiate strategic planning; and other appropriate planning
- Evaluation of the Board and Executive Director or senior staff person
- Liaise with the senior staff person concerning board and operational matters
- Represent the organization within the community and with funders, attend events and act as spokesperson for the Board of Directors and the organization

### **VICE PRESIDENT**

- Assume the duties in the absence of the President
- Provide support to the President and assume duties as assigned or required
- Create a working relationship with the Executive Director or senior staff person. Often will chair the Personnel Committee

### **TREASURER**

- Ensure the recording and preparation of all financial matters, and monitor for accuracy
- Prepare and present financial position to the board as required or requested
- Prepare for and present audited financial statements to board and membership
- Ensures that all documents related to AGLC are filed and restricted funds are appropriately disbursed
- Prepare and monitors budget and adjust as required

## **SECRETARY**

- Ensure that minutes are taken at all executive, board and meetings of the membership, and the records are retained
- Ensure notice, and materials are circulated for all meetings of the organization
- Responsible for the management of correspondence unless delegated to staff
- Responsible for the “holding” , security and use of the organizational seal
- Files the annual return, bylaw and other incorporation document amendments with Corporate Registry

## **GENERAL RESPONSIBILITIES**

- Attend meetings of the Executive, the Board, and general meetings of the membership
- Have signing authority on contracts, cheques or investments (generally the President and Treasure and in their absence the Secretary and Vice President)
- Provide leadership and act in the best interest of the organization, without remuneration or personal benefit, and avoid situations of “conflict of interest”.
- Supports all fundraising initiatives

Taken from: Great Boards Plain & Simple  
Paula J. MacLean—2003

Alberta Community Development has a series of 5 excellent manuals to assist organizations; job descriptions, drafting & revising bylaws, board building, hiring an Executive Director and financial responsibilities of boards. These manuals can be downloaded or purchased at FCC or Volunteer Calgary. The website address is [www.cd.gov.ab.ca](http://www.cd.gov.ab.ca) , under Building Stronger Communities click on Volunteer & Community Development, then Resources (on the left) and then Board Development workbooks.