

## **Board of Directors - Job Descriptions**

**All Board and Staff shall Advocate on behalf of OBIAA and be an Ambassador on the role of BIAs in the greater community and represent the benefits of OBIAA.**

### **PRESIDENT**

The President, or designate, of OBIAA acts as the spokesperson of the Board as a whole and represent the will of the OBIAA Board of Directors.

The President is:

- An Officer of the Association
- A member of the Executive Committee

Responsibilities of the President:

- May be a signing authority for the organization
- Overseeing Board and Executive Committee meetings
- Serving as ex-officio member of all Committees
- Works in partnership with Staff to:
  - Ensure Board resolutions are carried out
  - Assist Staff in preparing the Agenda for Board Meetings and conducting new Board Member orientation.
- Responsible for the organization of Staff(s) annual performance evaluation, as well as consulting with board members on their individual roles.
- The President can call special meetings, if necessary, and will work with the entire board to recruit new board members.
- **Should review and approve all Media Releases**

### **IMMEDIATE PAST PRESIDENT**

The Immediate Past President is:

- An Officer of the Association
- A member of the Executive Committee

Responsibilities of the Past President:

- May be a signing authority for the organization
- Ensure continuity in the Association, and provide corporate memory to the Board
- Chair meetings in the absence of the President and Vice-President, as well as assuming the duties of Vice-Chair in his or her absence
- Acts as advisor and mentor to the Executive Committee of which they are a member
- Represents the Association to the public, in cooperation with the President
- The past President shall hold a Board meeting of the Board of Directors after the Annual General Meeting to elect the Officers.

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### **VICE-PRESIDENT**

The Vice-President is:

- An Officer of the Association
- A member of the Executive Committee

Responsibilities of the Vice-President:

- May be a signing authority for the organization
- Acting President in the President's absence,
- Assists the President in his or her duties

### **SECRETARY**

The Secretary is:

- An Officer of the Association
- A member of the Executive Committee

Responsibilities of the Secretary:

- May be a signing authority for the organization
- Responsible to ensure the care and control of all books, records, correspondence, contracts and other documents
- Presides over the safekeeping of the historical records of the Association
- Ensures the recording of minutes of all officially held meetings of the Association
- Ensures an official address of the Association, which accepts correspondence and inquiries
- Presides over the Constitutional requirements regarding the Annual General Meeting.

### **TREASURER**

The Treasurer is:

- An Officer of the Association
- A member of the Executive Committee

Responsibilities of the Treasurer:

- May be a signing authority for the organization
- Ensures responsible tracking of the finances of the organization
- Ensures a record of the Board of Directors financial activity
- Ensures financial reports for the Board's review at quarterly meetings
- Ensures documents are prepared for the annual audit
- Oversee the preparation of the draft budget
- Monitor and assess the organization's financial activities to ensure compliance with the direction and aims of the Board
- Ensure that all financial reporting and government records are processed in timely manner, keeping careful note of deadlines

## **Board of Directors - Job Descriptions**

### **DIRECTORS AT LARGE**

A Director at Large is:

- A Voting member in good standing

A Director at Large must:

- Support and further the mandate of the Association, represent the Association by bringing forward relevant issues
- Vote responsibly, review and understand the issues facing the Association through: discussion, study supporting documentation, show solidarity with the Association
- Advocate on behalf of the Association with the external community - especially with members, politicians and business leaders.
- Assist staff of the Association, with the production of communication materials by writing copy for inclusion in memos, bulletins, newsletter and website, as well as special projects as required.
- Attend Association events and the Annual General Meeting
- Participate on committees
- Support Association events as a volunteer
- As a part of the Board of Directors develop the budget presented to them in draft by the Treasurer, and approve it for recommendation to the Membership at the Annual General Meeting.

The Board of Directors of OBIAA will, where possible, appoint Directors that provide representation of its Member Constituencies, through size and geographic location, providing an opportunity for the voices of the communities of member BIAs to be heard in its governance, while keeping the Association's best interests in mind.

### **NON-VOTING EX-OFFICIO APPOINTEES TO THE BOARD**

The OBIAA Board of Directors may appoint non-voting ex-officio representatives from other Agencies & Associations (Non-Governmental and Governmental) as non-voting ex-officio members of the Board, Board of Directors and Executive Committee meetings, where appropriate. The non-voting ex-officio appointees may be invited to attend membership, Board of Directors and Executive Committee meetings, where appropriate.

### **STAFF**

- May be a signing authority for the organization
- Staff is responsible for the day to day operations of OBIAA and fulfilling and supporting the goals and decisions of the Board of Directors of OBIAA.
- Staff reports directly to the President and/or the Vice-President
- Designations of tasks filter through the President and/or the Vice-President
- Staff will update Executive Committee on all major issues
- Staff will provide a report to the Board at Board Meetings as required
- Job Description will be reviewed by hiring committee as required