

BRITISH COLUMBIA HUMANIST ASSOCIATION

400 – 3381 Cambie Street
Vancouver, BC V5Z 4R3

+1 (604) 265-9298
bchumanist.ca
info@bchumanist.ca



ROLES AND RESPONSIBILITIES OF BOARD MEMBERS

Adopted: January 18, 2017

Amended: March 6, 2018

All members of the Board will:

- Hire and set compensation of the executive director to run the day-to-day management activities of the organization and evaluate the performance of the executive director;
- Ensure all bylaws, policies and acts relating to the activities of the BCHA are adhered to in accordance with ethical practice;
- Decide by consensus or majority vote which actions and uses of resources best serve the interests of the BCHA and what changes, if any, need to be made to the its stated purposes;
- Ensure that the BCHA adheres to its stated purposes, and that its activities advance its mission;
- Ensure prudent use of all assets, including facility, people and good will of the BCHA;
- Provide foresight, oversight and insight in to the day-to-day activities of the BCHA;
- Bring issues and concerns to the Board as a motion and discussion as needed;
- Be involved in fundraising events and volunteer their time and/or recruit volunteers for such events;
- Participate in board meetings and email discussions of issues facing the organization;
- Adjudicate any disagreements as to which activities: are prudent, advance the mission, are ethical and are in the interests of the BCHA;
- Make decisions in the best interest of the BCHA;
- Treat discussions on the board email list or at board meetings as confidential, in order to ensure board members and staff are able to speak freely and
- Maintain the confidentiality of discussions with other board members and staff after retiring from the board.

The President:

- Ensures that the Board of Directors and its members are aware of and fulfill their responsibilities and comply with applicable laws and bylaws;
- Chairs the meetings, and along with other Board members, proposes policies and practices; hires and directs the Executive Director.
- Reports to members of BCHA, as required, and performs other duties as the need arises and/or as defined in the bylaws;
- Ensures that an agenda is planned for board meetings, chairs meetings and encourages all members to participate in discussion, arrives at decisions in an orderly, timely and democratic manner and
- Ensures that periodic performance reviews of the executive director are conducted and participates in the hiring and evaluation of the Executive Director.

The Vice President:

- Assumes the role of the president as needed.

The Treasurer:

- Oversees the financial matters of BCHA with good practice and in accordance with the bylaws and legal requirements;
- Reports on the current financial position to the board of directors at each board meeting, which includes an update on funds received and spent since the last report;
- Assumes a leadership role on board committee or initiatives related to financial matters and ensures that proper accounts and records are kept, ensuring financial resources are spent and invested in line with BCHA policies;
- Ensures that the charity's annual accounts are compliant with the CRA guidelines and returns are filed in a timely manner and
- Attends and take part in discussions related to matters of the BCHA.

The Secretary:

- Is responsible for maintaining accurate documentation of board meetings, reviewing and updating minutes as necessary;
- Ensures the minutes of meetings are approved and a copy is maintained in the BCHA records;
- Ensures that sufficient documentation exists to meet legal requirements;
- Ensures the availability of the minutes of meetings as required;
- Ensures copies of the minutes of meetings are distributed to all board members;
- Ensures safe storage of minutes of meetings and that they are readily accessible as necessary;

- Ensures that minutes of meetings include date, time, location of meeting; those present and absent, list of items discussed, list of reports presented and motions presented and disposition;
- Signs a copy of the final, approved minutes and ensures that this copy is maintained in the corporate records and
- Attends and take part in discussions related to matters of the BCHA.

The Members at Large

- Attend meetings, take part in all discussions, vote motions set forward and take on assigned jobs as required.

By signing this, I consent to my election to the Board of Directors of the BC Humanist Association.

Signature: _____

Date: _____

Name (print): _____