

## ***Board Position Descriptions***

### **Chair**

#### *Authority/Responsibility:*

The Board of Directors is the legal authority for Rural Family Connections. As a member of the Board, a Chair acts in a position of trust for the community and is responsible for the effective governance of the organization. The Chair is also responsible and accountable to the membership.

#### *Qualifications/Skills:*

Completed two years of Board membership term and have an understanding of parliamentary procedures.

*Term:* The Chair serves for a two-year term.

#### *Requirements:*

- Commitment to the work of the organization
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs, and/or personnel
- Willingness to serve on at least one committee
- Attendance at monthly Board meetings
- A time commitment of 5-8 hours per month, (includes Board preparation, meeting, committee and meeting time)
- Attendance at Annual General Meeting
- Be informed of the services provided by Rural Family Connections and publicly support them
- Prepare for and participate in the discussions and the deliberations of the Board
- To foster a positive working relationship with other Board members, and Rural Family Connections staff
- Be aware and abstain from any conflict of interest

#### *Major Duties:*

- Establishes overall long and short term goals, objectives and priorities for Rural Family Connections in meeting the needs of the community
- Be the primary spokesperson for Rural Family Connections to the media
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- and community at large
- Address Annual General Meeting
- Chair the Executive Committee
- Report to Board on status of major programs
- A signing authority on behalf of the Board for financial and legal purposes
- Represent the organization to Government and Municipal officials
- Provides leadership and direction to the Board
- Arrange for Vice to Chair meetings in the absence of the Chair
- Represent the Rural Family Connections at community functions
- In conjunction with the Executive Committee set monthly Board meeting agenda
- Enhance relationships with other community groups and agencies

- In conjunction with the Executive Committee provide guidance and leadership
- Ensure Board members receive agenda and minutes in a timely manner
- Adhere to general duties outlined in the board member job description

## **Vice Chair**

### *Authority/Responsibility:*

The Board of Directors is the legal authority for Rural Family Connections. As a member of the Board, the Vice Chair acts in a position of trust for the community and is responsible for the effective governance of the organization.

### *Qualifications/Skills:*

Completed one year of Board membership term and have an understanding of parliamentary procedures.

*Term:* The Vice is selected by Executive Committee to serve for a one-year-term.

### *Requirements:*

- Commitment to the work of the organization
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs and personnel
- A signing authority on behalf of the Board for financial and legal purposes
- Willingness to serve on at least one committee
- Attendance at monthly Board meetings
- A time commitment of five hours per month, (includes Board preparation, committee and meeting time)
- Attendance at Annual General Meeting
- Be informed of the services provided by Rural Family Connections and publicly support them
- Prepare for and participate in the discussions and the deliberations of the Board
- To foster a positive working relationship with other Board members, and Rural Family Connections staff
- Be aware and abstain from any conflict of interest
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- *Major Duties:*  Establish overall long and short term goals, objectives and priorities for Rural Family Connections in meeting the needs of the community
- Fulfill Chair position in the absence of the Chairperson, monthly Board meetings
- Be an active member of the Executive Committee
- A signing authority on behalf of the Board for financial and legal purposes
- Adhere to general duties outlined in the board member job description

## **Treasurer**

### *Authority/Responsibility:*

The Board of Directors is the legal authority for Rural Family Connections

As a member of the Board, the Treasurer acts in a position of trust for the community and is responsible for the effective governance of the organization.

*Qualifications/Skills:*

Completed one year of Board membership term and have the ability to read/understand/interpret financial statements.

*Term:* The Treasurer is appointed by the Executive Committee to serve a two-year term.

*Requirements:*

- Commitment to the work of the organization
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs and personnel
- Willingness to serve on at least one committee
- Attendance at monthly Board meetings
- A time commitment of five hours a month, (includes Board preparation, meeting, committee and meeting time)
- Attendance at Annual General Meeting
- Be informed of the services provided by Rural Family Connections and publicly support them
- Prepare for and participate in the discussions and the deliberations of the Board
- To foster a positive working relationship with other Board members, and the general staff
- Be aware and abstain from any conflict of interest
- *Major Duties:*  Maintain an overview of the organizations finances
- Chair the finance committee
- Report on financial affairs at each board meeting
- Work with the executive director to prepare annual draft budget
- Monitor spending and make recommendations to board for adjustments
- Review audit with executive director and present to board
- Establish overall long and short term goals, objectives and priorities for Rural Family Connections in meeting the needs of the community
- Ability to read/understand/interpret financial statements for Board members
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- Chair the Finance Committee
- A signing authority on behalf of the Board for financial matters
- Ensure audited financial statements are presented to the Board on an annual basis
- Calls the motion at Annual General Meeting to appoint the Auditor
- Act as a resource to other committees
- Adhere to general duties outlined in the Board member job description