

# Board Member Positions and Portfolios

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The logo for CFUZ, consisting of the letters 'C', 'F', 'U', and 'Z' in a bold, white, sans-serif font, set against a solid orange background.

*Peach City Community Radio Society*

## **Board Member Position and Portfolio Descriptions**

This document contains descriptions for each Board of Director position, as well as each portfolio appointed by the Board of Directors.

This document also contains the Board of Directors Participation Contract, which is a form that each elected Director to the Board must sign at the first regular Board meeting following their election at an AGM.

## **President**

### **Board of Directors**

#### **Responsibilities**

1. Together with the Board of Directors, establish an annual plan for the Society at the start of each annual Term.
2. Direct, supervise and be fully involved in the affairs of the Society.
3. Attend regular Board meetings.
4. Organize an annual review of the Society business plan and program of activities.
5. Check that all activity of the Society and its officers is consistent with the purposes and goals of the Society, as set out by the annual plan.
6. Motivate and assist Society Board of Directors and the general membership to perform required duties and responsibilities by fostering a good working atmosphere for the Society officers.
7. Check efforts and results, redirect activity if necessary.
8. Generate agendas for regular Board meetings, and general Society meetings.
9. Maintain a full set of records of your Term of Office.
10. Prepare a forward plan for succession.
11. Prepare and present a report to the general membership at the end of your term.
12. Volunteer to participate in Society Committees as required, and assist in acting as a liaison from committees to the Board of Directors.

## **Vice President** **Board of Directors**

### **Responsibilities**

1. Together with the Society President, assist in establishing an annual plan for the Society at the start of your Term.
2. Together with the Treasurer and Secretary, you join the Society President in forming the Society Executive Committee. This Executive Committee has a certain set of responsibilities. Discuss the role of the Executive Committee with the President and other Society officers involved.
3. Attend regular Board meetings.
4. Be prepared to substitute for the President at any time.
5. Learn how to conduct a successful meeting.
6. Be aware of the financial status of the Society.
7. Work closely with the Society President, assisting them in supervising the affairs of the Society.
8. Volunteer to participate in Society Committees as required, and assist in acting as a liaison from committees to the Board of Directors.

## **Treasurer**

### **Board of Directors**

#### **Responsibilities**

1. Together with the Board of Directors, assist in establishing an annual plan for the Society at the start of your Term.
2. Together with the Vice President and Secretary, you join the Society President in forming the Society Executive Committee. This Executive Committee has a certain set of responsibilities. Discuss the role of the Executive Committee with the President and other Society officers involved.
3. Attend regular Board meetings.
4. Make budget information readily available to the Board and members.
5. If necessary, ensure that the previous year's financial statements have been audited by a qualified accountant.
6. Assist the board in preparing a draft budget annually; submit it to the Board and/or membership for adoption at or prior to each AGM.
7. Present financial statements at the Society AGM.
8. Manage bank accounts, including PayPal and like accounts. Ensure the setup and maintenance of appropriate systems for bookkeeping.
9. Ensure that appropriate financial systems and controls are in place.
10. Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies.
11. Ensure that use of funds complies with conditions set by funding bodies.
12. Ensure members handling Society money keep proper records and documentation.
13. Advise on financial implications of strategic and operational plans.
14. Present reports on the Society's financial position at each regular Board meeting.
15. Produce appropriate finance forms when and if required.
16. Volunteer to participate in Society Committees as required, and assist in acting as a liaison from committees to the Board of Directors.

## **Secretary**

### **Board of Directors**

#### **Responsibilities**

1. Together with the Board of Directors, assist in establishing an annual plan for the Society at the start of your Term.
2. Together with the Vice President and Treasurer, you join the Society President in forming the Society Executive Committee. This Executive Committee has a certain set of responsibilities. Discuss the role of the Executive Committee with the President and other Society officers involved.
3. Attend regular Board meetings.
4. Keep the minutes of Society meetings (Board meetings, General Meetings, Annual General Meeting).
5. Maintain a list of action items resolved during Board meetings, and incorporate into meeting minutes.
6. Reproduce minutes, and send them to Board members in a timely fashion following meetings.
7. Volunteer to participate in Society Committees as required, and assist in acting as a liaison from committees to the Board of Directors.

## **Director at Large** **Board of Directors**

### **Responsibilities**

1. Together with the Board of Directors, assist in establishing an annual plan for the Society at the start of your Term.
2. Attend regular Board meetings.
3. Assist the Board of Directors by taking responsibility for various tasks that may arise, and are either not assigned, or do not default to another officer. This may include a Board Portfolio, or chair of a Department.
4. Volunteer to participate in Society Committees as required, and assist in acting as a liaison from committees to the Board of Directors.

## **Past President**

### **Board of Directors - Ex-Officio Member**

The Past President may be appointed to participate as a non-voting ex-officio member of the Board of Directors for the period of 1 year after retiring as a President of the Board of Directors.

#### **Responsibilities**

1. At the start of the term, arrange a special meeting of the outgoing and incoming Society Board of Directors. Discuss the transition of administration and be as helpful as possible.
2. Have a private meeting with the incoming President to discuss the change of administration and how they see your contribution as Past President.
3. Attend regular Board meetings and offer your advice; give useful suggestions and ideas when you feel it is appropriate.
4. Remain involved in the Society.
5. Together with the Board of Directors, establish an annual plan for the Society at the start of your Term.
6. Volunteer to participate in Society Committees as required, and assist in acting as a liaison from committees to the Board of Directors.



## **Communications Coordinator**

### **Society Portfolio**

The Communications Coordinator is appointed by the Board of Directors at the first regular Board meeting following an Annual General Meeting.

#### **Responsibilities**

1. Act as the main receiver of incoming correspondence to the Society and disseminate or respond in a timely manner. Report to the President, and the Board of Directors, any incoming correspondence on a regular basis.
2. Generate information for public consumption at the discretion of the Board of Directors. This may include drafting media releases, event promotion material, etc...
3. Establish and maintain a list of external information dissemination outlets (social media, web sites, press, radio, community listings, etc...) where information regarding Society special events can be easily and quickly shared with the general public to gain exposure.
4. Manage and distribute a regular electronic newsletter for followers.
5. Update and manage Society social media accounts.

## **Membership Coordinator**

### **Society Portfolio**

The Membership Coordinator is appointed by the Board of Directors at the first regular Board meeting following an Annual General Meeting.

#### **Responsibilities**

1. Conduct an annual review of the Society membership policy, proposing changes and updates as required. Present any changes to the Board and membership for approval.
2. Establish and maintain an up-to-date directory of Society members. Ensure that the Board has access to the most recent membership list, upon request.
3. Arrange for the collection and deposit of Society membership fees, and report deposits as required.
4. Responsible for making an effort to welcome new members and participants to the Society at every possible opportunity.
5. Maintain email contact with membership, advising of upcoming member-only events, welcome emails to new members, etc...
6. Assist in the organization of periodic social events.
7. Work with the Board of Directors to conduct periodic surveys, geared towards the Society membership, to gauge the interest, activity level, individual experience, expectations, goals and other information of the members.

## **Volunteer Coordinator** **Society Portfolio**

The Volunteer Coordinator is appointed by the Board of Directors at the first regular Board meeting following an Annual General Meeting.

### **Responsibilities**

1. Work together with Committees, Event Chairs and the Board of Directors, to organize the participation of volunteers in Society events.
2. Coordinate the recruitment of Society volunteers.
3. Maintain a list of active volunteers (both members and non-members).
4. Maintain a record of volunteer hours logged by each individual during Society events, and provide this information as required by the Board of Directors.

## **Board of Directors Participation Contract**

I, \_\_\_\_\_ hereby accept the office of \_\_\_\_\_ of the Peach City Community Radio Society from the date of my election or appointment to the Board of Directors, until such time as the Board is dissolved. (1 year term)

By making this commitment to the Society, I declare that, to the best of my ability, I will

- a. Make every attempt to attend regularly scheduled meetings of the Board of Directors;

Should I require to miss, or be late to a meeting, I will notify the President, or Chair of the meeting ahead of time.

Upon missing my 3rd regular Board meeting, I will work with the President or Chair to discuss my absences, and work on a solution.

- b. Actively participate in Board discussions, and decisions, both in person and via email, as required.
- c. See through to completion any tasks assigned to me, and seek the assistance of other Board or Society members should it be needed.
- d. Report on the progress of assigned tasks as required.
- e. Hold confidential all Board matters that are so deemed.
- f. Represent the interests of the Board of Directors and the Society in a professional manner.

These undertakings, these declarations and this consent will be effective as long as I remain \_\_\_\_\_ of the PCCRS, unless they are revoked by written notice given by the Board of Directors of the PCCRS.

Signed at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_