

## Community Fund of North Kootenay Lake Society

### **P005: Responsibilities of Directors**

Purpose: This document describes the ongoing responsibilities of CFNKLS Directors and job descriptions of CFNKLS officers.

#### **CFNKLS Directors Responsibilities**

The responsibilities of Directors are to:

1. Convene the Annual General Meeting
2. Convene general meetings of members as required
3. Hold regular Board meetings as determined by the Board
4. Abide by the requirements of the BC Society Act and abide by the CFNKLS bylaws, including file reports as required by the BC Society Act and Canada Revenue Agency.
5. Appoint by resolution of the Board of Directors a president, a vice president, a secretary, and a treasurer
6. Ensure adequate planning to maintain organizational viability, including developing and implementing a Strategic Plan
7. Establish policy and procedures relating to the management and operation of the Society
8. Regularly review the bylaws, policies and procedures to ensure their continued effectiveness
9. Reflect, listen to and communicate with the individuals, groups and community they serve
10. Ensure effective operational and financial management including serving on committees

#### **President's Job Description**

The responsibilities of the President are to:

1. Chair and maintain order at all meetings of the Society and of the Directors
2. Supervise the other officers in the execution of their duties
3. Be responsible for the general supervision of the affairs of the Society
4. Prepare an annual report of the activities of CFNKLS for the AGM
5. Be the official liaison between CFNKLS and Osprey Community Foundation
6. Be the spokesperson for CFNKLS
7. Undertake whatever other powers and duties the board specifies

#### **Vice- President's Job Description**

The responsibility of the Vice-President is to:

1. Fill in for the President in his / her absence.

#### **Secretary's Job Description**

The responsibilities of the Secretary are to:

1. Conduct the correspondence of the Society as directed by the Board
2. File documents with the BC Registrar of Companies
3. Issue notices of meetings of the Society and directors
4. Keep minutes of all meetings of the Society and directors
5. Have custody of all records and documents of the Society except those required to be kept by the Treasurer
6. Have custody of the common seal of the Society, if any
7. Maintain the register of members
8. Carry out other powers and duties as specified by the President.

**Treasurer's Job Description**

The responsibilities of the Treasurer are to:

1. Keep the financial records, including books of account, necessary to comply with the BC Society Act
2. Render financial statements to the directors, members and others when required
3. Ensure financial statements are approved by the Board prior to the Annual General Meeting
4. Communicate with the treasurer of the Osprey Community Foundation to provide and obtain financial information
5. Deposit money and disburse funds for CFNKLS administrative purposes
6. Other powers and duties specified by the Board.