



Roles and Responsibilities of Board Members & Non-Board Club Support

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Officers

All Officers – Generic Responsibilities

- a. Prepare and forward reports and any other material to Board Members at least 5 days prior to board meetings, 8 days before GMs and 18 days before AGM.
- b. Present oral reports to Board Meetings, GMs and AGMs as requested/required.
- c. Forward any presentation materials to Media Equipment Manager at least 5 days before GMs and 1 week before AGM.
- d. Provide an annual budget request for their respective areas to be discussed and voted on at the annual board budget meeting.
- e. When signing a cheque, ensure the cheque is for appropriate purposes and the cheque amount and payee agree with the supporting documentation. To ensure separation of duties, do not sign for a cheque payable to yourself, unless absolutely necessary.
- f. Establish committees to support area of responsibility as needed.

Officers – Specific Responsibilities

President

- a) Presides over all meetings of the Club.
- b) Liaises with FFI regarding all policy matters.
- c) Submits annual Club Charter Renewal to FFI and directs club treasurer to remit fees.
- d) Updates Club by-laws as required and presents to membership and FFI for approvals as specified in the by-laws.
- e) Updates Board Members Roles and Responsibilities document in collaboration with Board as required.
- f) Reports to the Board on matters pertaining to FFI and its Board of Directors.
- g) Liaises with the VP Journeys in development of FFO's requests for Journeys to FFI, appointment of Journey Coordinators, etc.
- h) Prepares and presents FFO's request for Journeys to FFI in collaboration with VP Journeys.
- i) Distributes agenda and applicable documents to membership at least five (5) days prior to the GM and at least two (2) weeks prior to the AGM.
- j) Is chief spokesperson for the Club, including media relations.
- k) Recommends a suitable 'moderator' prior to any meeting requiring a membership vote.
- l) Prepares necessary documentation package for JTs to open a bank account for their Journey.
- m) Ensures that all activities of the Club are recorded and reported on annually.
- n) Assigns duties and/or responsibilities to Board Officers as required.
- o) Bears overall responsibility for the direction and content of the FFO website.
- p) Is a member of the Canadian Council of FF Presidents.

Secretary

- a) **Board Meetings:**
 - 1) Takes minutes at Board meetings.
 - 2) Maintains a list of Action Items arising from Board Meetings, recording "Completed", "In Progress", "Incomplete" or "Not started" items. 'Bring forward' items to be added to next meeting agenda. Leads a review of Action Items at each meeting
 - 3) Prepares and distributes by email prior to next meeting, draft minutes (including board member reports) to board members for review. Makes revisions, as required, and then distributes proposed final minutes including board member reports as attachments to board members for approval.
 - 4) Prepares and distributes draft Record of Decisions to Board members for review. Once the draft Record of Decisions are reviewed/revised, submits to the President who will direct to the Webmaster for posting on the FFO Website.
 - 5) Distributes draft agenda, past meeting minutes and other documents as requested by president to Board members 5 days prior to board meetings; requests identification of items to be added to the agenda.

- 6) Retains records of monthly agendas, minutes and reports for all Board meetings and saves in secure electronic format for 1 year.
- 7) Provides electronic copy of final version of board minutes in MS Word format to archivist.
- 8) Ensures availability of venues for Board meetings.

b) General Meetings and Annual General Meeting:

- 1) Prepares and distributes the upcoming GM/AGM agenda to Board members at least 5 days prior to board meetings immediately preceding the GM/AGM. Amends GM/AGM agenda as required and forwards to President for distribution to members.
- 2) Takes minutes of the meetings as per established protocols and guidelines.
- 3) Circulates the attendance sheet – invites new members and guests to identify themselves on the attendance sheet. Keeps a record of general membership, new members and guests attending each meeting. Provides a yearly report of GM/AGM attendance.
- 4) Prepares and distributes by email draft GM/AGM minutes to Board members for review. Once the draft minutes are reviewed/revise, submits to the President who will direct to the Webmaster for posting on the FFO Website. Once approved by membership at the next GM/AGM, sends final PDF version to President for posting by webmaster to replace draft and to archivist in electronic MS Word version.
- 5) Ensures availability of venues for all meetings.
- 6) Ensures availability of the Suggestion Box at General Meetings. Retains records of agendas, minutes and reports for all meetings for one year.
- 7) Prints and brings a hard copy of latest Capital Connections newsletter to display at GMs and AGMs for the benefit of new members and guests.

Treasurer

- a) Maintains an account of the Club's financial position.
- b) Establishes and monitors banking and accounting practices for Club.
- c) Collaborates with VP Membership in the billing and collection of membership fees.
- d) Monitors Club expenditures.
- e) Prepares financial reports as described in the FFO Financial Policies and Procedures. and presents the reports at GMs/AGM.
- f) Makes recommendations to the Board for maintaining the financial health of the club.
- g) Ensures up-to-date Guidelines for Journey Treasurers - Inbound and Outbound Journeys.
- h) Participates in Training Sessions for Ambassador and Host Coordinators and Journey Treasurers.
- i) Acts as the responsibility centre for all matters pertaining to the Club's liability insurance. Submits annual fee as directed by the president.
- j) Orders FFO pins, and is available for sales at General Meetings

Vice President Membership

- a) Organizes information sessions for potential and new members
- b) Recruits and identifies mentors for each new member.
- c) Develops an Annual Recruitment Action Plan.
- d) Plans and executes one focused FFO membership recruitment event annually plus other events throughout the year where members are encouraged to invite friends.
- e) Reports to GMs and Board meetings regarding the number of active and new members.
- f) Provides an analysis of members not renewing their membership and follow up thereafter, monitors resignations to determine reasons and identify patterns.
- g) Forwards list of new members to be received at each GM and AGM to FFO Secretary 2 days prior to each mtg. Collects names of GM/AGM guests attending and welcomes them individually as part of the meeting. Provides these names to the secretary for inclusion in the minutes.
- h) Arranges welcoming event for new members, actively integrating them.
- i) Orders and purchases member badges for new members.
- j) Ensures an FFO Membership Contact List is maintained.
- k) Ensures the FFO Membership Directory is maintained, including up to date pictures and short bios.
- l) Maintains and updates Membership Manual provided to new members and provides updated electronic copy to archives.

- m) Collects annual FFO membership fees in collaboration with Treasurer.
- n) Is a member of the Vitalization Working Committee chaired by Past President.
- o) Is the Chair of the Membership Committee.

Vice President Journeys

- a) Oversees all Journey-related activities of the Club.
- b) Consults with the President and Board of Directors to propose Ambassador and Host Coordinators for Journeys.
- c) Collaborates with President to develop FFO's future Journey requests to FFI.
- d) Manages the process for oversubscribed Journeys, including payment of deposits, draw for available spaces, if necessary and management of standby and waiting lists.
- e) Liaises with Canadian FF webmaster for Canffex and FFI Regional Support Manager to ensure undersubscribed Journeys are publicized at least 100 days prior to the start of the Journey.
- f) Organizes registration process for Journeys and collects registration fees for all Outbound Journey sign-ups.
- g) Maintains list of potential future Journeys, as offered by other Clubs and expressions of interest by Ottawa members and contacts.
- h) Organizes and delivers Training Sessions for Ambassador and Host Coordinators and Journey Treasurers. Invites resource persons for Training Sessions.
- i) Ensures up-to-date Ambassador and Host Coordinator Guidelines and related Journey Forms are available for Inbound and Outbound Journeys. Coordinates related training activities (Journey evaluations, Oral presentations, etc.).
- j) Collects statistics regarding Journeys (cancelled, oversubscribed, undersubscribed) and provides to board.
- k) Collects statistics regarding members' and new members' FFO Journey participation in collaboration with VP Membership and VP Engagement.
- l) Ensures forwarding of information regarding Journeys to Club Archivist.
- m) Reviews Ambassador and Host Coordinators Reports of Journeys with Board, bringing to the board's attention any issue that is of concern and follows up on any outstanding issues.
- n) Ensures completion of Inbound Journeys Activity reports.

Vice President At Large

- a) Collaborates with other Board Members to achieve priorities as developed by the Priority Committee and approved by the Board and membership. (May include but not limited to: collection and analysis of Journey activities, Journey vignettes and photos for posting on FFO website, promotion of FFO.)
- b) Provides technical support for board if able. (Postings on FFO calendar, Journey templates, member surveys, etc.)
- c) Contributes to board activities as determined by personal abilities, interest and "fit" with current board directions and officers.

Vice President At Large (New Member)

- a) Provides to the Board a new member perspective on club activities, directions, priorities and board decisions. Provides a new member perspective regarding changes in club membership's satisfaction, interests and issues.
- b) Collaborates with other VPs to achieve priorities as developed by the Priority Committee and approved by the Board and membership. (May include but not limited to: new member recruitment, retention, participation & engagement strategies.)
- c) Contributes to board activities as determined by personal abilities, interest and "fit" with current board directions and officers.
- d) Is a member of the Membership Committee.

Immediate Past President

- a) Chairs the Nominating Committee to nominate candidates for next year's Board.
- b) Works with the President to fill any positions that may become vacant during a term of office.
- c) Chairs the FFO Vitalization/Priorities Committee.

- d) Acts as a support and mentor for the incumbent president.
- e) Attends all board meetings with voting privileges for the first year in the position of past president.

Immediate Past VP Journeys

- a) May attend all board meetings with voting privileges for one year in the position of past VP Journeys.

Past Board Member

- a) Mentors the new board member.
- b) Replaces the new board member at meetings when the new person cannot attend.
- * Past board member responsibilities end at the earlier of either of the following:
 - i. at the end of 6 months; or
 - ii. when the mentor and new person mutually agree to end the position.

Non-Board Club Support

Archives Manager

- a) Organizes, catalogs and maintains the Club's Archives.
- b) Keeps a catalog of archived materials.
- c) Holds the electronic copy of past club records. (Board Minutes; GM/AGM Minutes; FFO Newsletters; By-laws versions and versions of the documents/guide/guidelines/policies published on the web site; list of assets by acquisition date; list of all FFO journeys including Ambassador/Host Coordinator, number of participants; most journey booklets and dairies; some journey photos; some FFO directories; FFO awards from FFI)
- d) Keeps current and past two versions of archived material on separate medium (memory sticks).
- e) Provides a copy of the current version of archived material to the Media Equipment Manager for off-site storage.
- f) Reports any issues to the Board via the Secretary.

Assets Manager

- a) Keeps a loan record of Club assets and updates as required, the 'in and out' log of Club materials.
- b) Holds club assets (flags, stands, banners, brochures, etc.).
- c) Keeps an up-to-date list of assets on the FFO Website.
- d) Keeps an inventory of major assets, including model and serial number.
- e) Makes recommendations to the Board regarding new Club assets or materials recommended by members.
- f) Provides archives with list of current assets and the inventory of major assets.
- g) Reports to the Board via the Secretary any addition/ proposed deletions of Club assets.

Media Equipment Manager

- a) Maintains the functionality and usability of the computer software, hardware and AV equipment.
- b) Delivers, sets up and operates the sound system, AV equipment, laptop and other electronic equipment at all Club meetings.
- c) Receives, loads, tests beforehand and shows at GM's, the visuals associated with presentations.
- d) Ensures availability of AV equipment for other FFO activities and arranges for an operator as back-up when needed.
- e) Acts as custodian of the sound system, AV equipment, laptop and other electronic equipment.
- f) Acts as custodian of off-site electronic archives storage.
- g) Maintains a back-up of the computer image and all data loaded for GM presentations.
- h) Keeps an equipment loan record and holds the past records of equipment loans.
- i) Plans and delivers training to members who will be back-up and for those who wish to use FFO equipment.
- j) Keeps a record of trained media operators.
- k) Makes recommendations to the board regarding audio-visual and computer-related software and equipment purchases.

- l) Reports any issues to the Board via the president.
- m) Provides a tutorial or document on the set up/use of the computer/AV equipment for enabling remote attendance at Board or Journey meetings, i.e., using Skype or TeamViewer.

Capital Connections Editor

- a) Receives and, where necessary, edits all articles for Capital Connections.
- b) Notifies and reminds contributors of deadlines for Capital Connections information.
- c) Keeps to publication frequency of 4/yr. in advance of each GM or as directed by the President.
- d) Discusses and agrees upon publication timelines/deadlines with the President.
- e) Distributes draft copy to all contributors for approval.
- f) Provides final draft copy to the President for review and approval at least 3 days prior to publication deadline.
- g) Provides final copy in pdf and MS Word formats to Archives Manager and President.

FFO Webmaster

- a) Operational management, maintenance, and updating of the FFO website including:
 - 1) Web design;
 - 2) Web administration;
 - 3) Web hosting and associated costs;
 - 4) Regular site maintenance and fixes;
 - 5) Content input;
 - 6) Security; and
 - 7) Statistics.
- b) Liaise with the President re: issues and concerns.

Reviewer of Finances

NOTE: The list of sub-items must fit with what a reviewer of finances agrees would be the role of a reviewer vs an auditor. Some changes to information below may be required.

- a) In accordance with the FFO Financial Policy and Procedures/Financial Review Guidelines, reviews:
 - 1) financial documents and processes;
 - 2) Income and receipts;
 - 3) Disbursements;
 - 4) Financial control system; and
 - 5) Reporting systems to ensure adequate provision of information for responsible decisions.
- b) Submits a reviewer's report to the President and the Treasurer for presentation at a GM.

Meeting Refreshments Volunteer(s)

- a) Ensures refreshments are available for all club general meetings and supplies receipts for expenses to Club Treasurer for reimbursement.

Social Activity Lead

- a) Coordinates a specific social activity (Dinner Club, Bridge Club, Walking Group, Friendly Wanderers, Art Appreciation Group, Annual Potluck, Annual Golf Day, World Friendship Day).
- b) Notifies interested participants concerning activity schedule, sign-ups, changes, etc
- c) Prepares reports as requested by Capital Connections Club Newsletter Editor.

New Member Mentor

- a) Keeps contact with the new member for at least one year.
- b) Calls new member occasionally.
- c) Reminds them of meetings and meets them there.
- d) Encourages them to get involved with Journeys, go to special events i.e. potluck supper, walking group or whatever group interests them. Offers to accompany them there.
- e) Encourages new members to get involved right after joining as it gives them a chance to meet new people and get a feel for what we are all about.
- f) Encourages joining an inbound Journey planning committee; contacts Inbound Journey Coordinators and suggests they invite the new member to join the committee.

- g) Encourages new member to register for an outbound Journey as soon as possible.

Committee Members

Membership Committee

The membership committee is composed of 3 members chosen by the VP Membership (Chair), one of which should be the Vice President at Large (new member). Each member:

- a) Supports the VP Membership in decisions, plans and preparation of documents as they specifically relate to Club membership.
- b) Attends all Membership Committee meetings as called by the VP Membership (Chair).

Nominations Committee

The nomination committee is composed of the immediate Past President (Chair) and three or more Club members who are not Officers or candidates for an elected office in the Club. Each member:

- a) Assists the Past President in the selection of nominees for all vacant board positions.
- b) Performs duties as requested by the Chair.

Vitalization Working Committee

The Vitalization Working Committee is composed of the immediate Past President (Chair), the VP Membership, a member of 5 or more years and a new member. Each member:

- a) Participates in conducting an annual workshop for new members where concerns, questions and Club participation will be discussed and opportunities for participation will be identified.
- b) Collaborates with other committee members in identifying issues and preparing findings and recommendations (Vitalization Action Plan) for presentation to the Board.

Journeys

Ambassador or Host Coordinator

- a) Exercises overall responsibility for the Journey using either the FFO Guidelines for Host (Inbound) or Ambassador (Outbound) Coordinators.
- b) Leads the Journey planning committee.
- c) Communicates with the FFI Regional Support Manager, FFO VP Journeys and corresponding host/ambassador coordinator.
- d) Liaises with hosts/ambassadors during the Journey.
- e) Completes the Ambassador/Host Coordinator report or Host Coordinator program activity templates at the end of Journey.
- f) Gives an overview to the membership at the next GM using *Guidelines for Oral Presentations*.

Journey Treasurer

- a) Collaborates with the Ambassador or Host Coordinator and Journey committee members to plan the Journey.
- b) Completes the Financial planning and budgeting for the Journey.
- c) Does the Journey banking and book keeping.
- d) Completes the Journey financial report.
- e) Submits the Journey financial report to the Ambassador or Host Coordinator.