

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

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Officers

All Officers - Generic Responsibilities

- a) Prepare and forward VP reports and any other material to Board Members at least 1 day prior to board meetings and GMs and 5 days before AGM.
- b) Present oral reports to Board Meetings, GMs and AGMs as requested/required.
- c) Forward any presentation materials to Director Media Equipment at least 2 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) Those with cheque signing authority, when signing a cheque, provide a challenge function to 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.
- g) Order FFO pins and be available for sales at General Meetings.

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 remit fees.
- d) Updates Club by-laws as required and present for approvals as specified in the by-laws.
- e) Updates Club Board of Directors Roles and Responsibilities 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) Is chief spokesperson for the Club, including media relations.
- j) Ensures that all activities of the Club are recorded and reported on annually.
- k) Assigns duties and/or responsibilities to Board Officers as required.
- l) Bears overall responsibility for the direction and content of the FFO website.

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 on number of active and new members at GM and board meetings.
- f) Provides an analysis of members not renewing their membership and follow up thereafter, monitor 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 meeting.
- h) Arranges for welcoming 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.

Vice President Journeys

- a) Oversees and coordinates all Journey-related activities of the Club.
- b) Consults with the President and Board of Directors to propose Journey coordinators.
- 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 Canffex and FFI to ensure undersubscribed Canadian Journeys are publicized by 100 days prior to the start of the journey.



- f) Organizes registration process for Journeys and collect 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 Journey coordinators and Journey treasurers. Invites resource persons for Training Sessions.
- i) Ensures up-to-date Journey coordinator and Journey treasurer 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.
- l) Ensures forwarding of information regarding Journeys to Club Archivist.
- m) Reviews coordinator reports of Journeys with board, bringing to the board's attention any issue that is of concern.
- n) Follows up on any outstanding issues.
- o) Ensures completion of inbound Journey activity reports.

Secretary

- a) Board Meetings:
 - Takes minutes at Board meetings.
 - Maintains a list of Action Items arising from Board Meetings, recording "Completed", "In Progress", "Incomplete" or "Not started" items. 'Bring forward' items for the next meeting agenda. Leads a review of Action Items at each meeting.
 - Leads a review of previous board meeting minutes draft at each meeting. Makes revisions as required and distributes final approved minutes. Distributes draft agenda, past meeting minutes and other documents as requested by the President to Board members 5 days prior to board meetings; requests identification of items to be added to the agenda.
 - Prepares and distributes draft minutes to Board members for comments. Includes board member reports as attachments with minutes.
 - Retains records of monthly agendas, minutes and reports for all Board meetings and saves in secure electronic format for 7 years.
 - Provides electronic copy of final version of minutes to archives.
 - Ensures availability of venues for Board meetings.
- b) General Meetings and Annual General Meeting:
 - Distributes upcoming GM Agenda and previous GM minutes to membership at least 5 days prior to the GM.
 - Distributes upcoming AGM Agenda and previous AGM minutes to-membership at least 2 weeks prior to the AGM.
 - Takes minutes of the meetings as per established protocols and guidelines.
 - Circulates the attendance sheet, invites new members and guests to identify themselves on the

- attendance sheet. Keeps a record of new members and guests attending each meeting.
- Distributes previous draft GM/AGM minutes to board members for review. Once the draft minutes are reviewed/revised, 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 minutes to President for posting by webmaster to replace draft.
 - Ensures availability of venues for all meetings.
 - Ensures availability of the Suggestion Box at General Meetings. Retains records of agendas, minutes and reports for all meetings.
 - 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 the fiscal year actual expenditures and financial status along with a budget forecast for review by the Board and presents the report at the AGM for approval.
- f) Makes recommendations to the Board for maintaining the financial health of the club.
- g) Maintains the Guide for Inbound and Outbound Journey Treasurers.
- h) Participates in Training Sessions for Journey Directors and Treasurers.
- i) Is responsible for all matters pertaining to the Club's liability insurance.

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

Director-at-Large 1

- a) Collaborates with other Board Members to achieve priorities identified by the Board and membership including 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 the board, if able, e. g. 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.

Director-at-Large 2 (New Member, 3 years or less)

- a) Provides the Board with a new member's perspective on club activities, directions, priorities and board decisions. Provides a new member's perspective regarding changes in club membership's satisfaction, interests and issues.
- b) Collaborates with other VPs to achieve priorities approved by the Board and membership including

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 the current board directions and officers.
- d) Is a member of the Membership Committee.

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 records, manuals, etc.
- 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, e.g. 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 VP Communications & Support.
- 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. Zoom.

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) Publishes newsletter 4 times per year 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 Word format to Manager Archives and president.

FFO Webmaster

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

Reviewer of FFO Finances

- a) In accordance with the FFO Financial Policy and Procedures/Financial Review Guidelines, reviews:
 - financial documents and processes
 - Income and receipts
 - Disbursements
 - Financial control system
 - 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 Coordinators

- a) Coordinates a specific social activity, e.g. Dinner Club, Bridge Club, Walking Group, Friendly Wanderers, Art Appreciation Group, etc.
- b) Notifies interested participants concerning activity schedule, sign-ups, changes, etc.
- c) Prepares reports as requested by Club Newsletter Editor.

Mentors for New Members

- 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. 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.

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 for the coming year.
- b) Performs duties as requested by the Chair.

Journeys - Inbound & Outbound

Journey Coordinator

- a) Exercises overall responsibility for the Journey using either the Inbound or the Outbound Journey Coordinator guidelines.
- b) Leads the Journey planning committee.
- c) Communicates with the FFI Program Manager, FFO VP Journeys and host/ambassador coordinators.
- d) Liaises with hosts/ambassadors during the journey.
- e) Completes the Journey report and 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 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 bookkeeping.
- d) Completes the Journey financial report.
- e) Submits the Journey financial report to the Club Treasurer.