

Draft roles and responsibilities for the Chair, Secretary and Treasurer of the Board of the Seymour Salmonid Society.

Position: Chair

Responsible to: Board of Directors (and the SSS membership)

The Chairperson (or president) sets the board agenda and chairs board meetings. The Chair is the spokesperson for the Seymour Salmonid Society to the public. The Chair is also responsible for the conduct of board meetings and the conduct of board members.

- Provides board leadership
- Liaises with the ED
- Along with the ED is responsible for the overall resource plan of the Society
- A relationship builder (with all levels of gov't, community, membership, sponsors/donors...)
- Represents and promotes the Society at community events
- Ensures there is a process of evaluation for Board members and the board as a whole

Position: Board Secretary

Responsible to: Board of Directors (Chair or president)

The Board Secretary is responsible for taking board meeting minutes. The Secretary will provide oversight of the board bylaws, policies, board correspondence and contact information of current board members.

- Keeps copies of the Society's bylaws and policies
- Brings official minute book (or digital file) to meetings
- Records Board attendance
- Ensures copies of minutes of board and committee meetings are kept
- Ensures minutes of board meeting are distributed promptly after meetings

Position: Board Treasurer

Responsible to: Board of Directors (Chair or president)

The Board Treasurer accounts for and reports on the funds, budget and expenditures of the Seymour Salmonid Society.

- Provides at a minimum, quarterly financial reports to the Board on the state of the society
- Chair of the Finance committee
- One of the signing officers of the Board
- Ensures current and acceptable financial practices are in place
- Speaks for the budget in partnership with the ED

Sources: Vantage Point thevantagepoint.ca and the Community Literacy of Ontario's Board Governance and Resource Guide communityliteracyofontario.ca