

5.0 BOARD SELF GOVERNANCE**5.7 BOARD MEMBER JOB DESCRIPTIONS****INTENT:**

The Board of Directors are the decision makers of the Association, assuming responsibility for the administration of the organization, and its assets, liabilities, contracts, bylaws, and policies. The Chair, Vice-Chair, and Secretary-Treasurer each have specific responsibilities and are the Table Officers of the Association, comprising its Executive Committee.

5.7.1 GUIDELINES:

5.7.1.1 Table Officers shall be immediately accessible to the Administrator, Board of Directors, and the general membership of the Association via work and home telephone contact numbers; fax numbers, and/or e-mail addresses in accordance with the Freedom of Information and Protection of Privacy (FOIPP) Act. General accessibility will be via postal address and other contact information as required.

5.7.1.2 All Board Directors:

- 5.7.1.2.1** Shall provide input into the Association's strategic direction, bylaws, and policies
- 5.7.1.2.2** Shall sit on the Association's committees as requested by the Board.
- 5.7.1.2.3** Shall commit to the Vision, Mission, Values, and goals of the Association and observe high standards of integrity and discretion.
- 5.7.1.2.4** Must maintain the confidentiality and security of the Boardroom; although Board meetings are public, Board members must be careful not to disclose or personally benefit from confidential information which has come their way by reason of their Board involvement.
- 5.7.1.2.5** Are expected to attend all Board meetings.
- 5.7.1.2.6** Shall contribute positively to Board discussions, with an eye to collaboration and growth.
- 5.7.1.2.7** Shall speak with one voice—Board members may debate alternatives in the Boardroom; however, once a decision has been made, whether or not an individual Board Member is in agreement, s/he should respect consensus and not speak against the Board decision.
- 5.7.1.2.8** Must become familiar with the incorporating documents of the Association, its Bylaws, policies, and organizational structure, as well as the adopted consensus decision-making process and rules of order, so that any decision of the Board may be made in an efficient, knowledgeable, and timely fashion.

5.7.1.2.9 Refer administrative concerns from the public to the Administrator and policy concerns from the public to the Board Chair.

5.7.1.2.10 Shall undertake specific and general assigned responsibilities.

5.7.2 IMPLEMENTATION:

5.7.2.1 Chair

5.7.2.1.1 Ensures effective Board action in governing and supporting the Association, and oversees Board affairs, facilitating the work of the Board as a whole rather than acting as an individual; works closely with the Administrator to ensure effective action.

5.7.2.1.2 Speaks to the media and the community on behalf of the Association; represents the Association in the community (may delegate another Board member to do this)

5.7.2.1.3 Develops agendas for the meetings in concert with the Administrator.

5.7.2.1.4 Presides at Board meetings.

5.7.2.1.5 May make recommendation to the Board regarding committees to be established; seeks volunteers for committees/coordinates individual Board member assignments; ensures each committee has a Chair; stays in touch with committee Chairs to be sure that their work is carried out; identifies committee recommendations that should be presented to the full Board; determines whether Executive Committee meetings are necessary and convenes the Committee accordingly.

5.7.2.1.6 Establishes or delegates a search/selection committee for hiring an Administrator; convenes Board discussions on the Administrator's evaluation and negotiating a compensation and benefits package and conveys this information to the Administrator.

5.7.2.1.7 Ensures that Board matters are handled properly, including preparation of pre-meeting materials, committee functioning, and recruitment and orientation of new Board members.

5.7.2.2 Vice-Chair

5.7.2.2.1 Acts as Chair in the absence of the Chair; assists the Chair as required.

5.7.2.2.2 May be assigned a special area of responsibility, such as membership, media, orientation, or personnel.

5.7.2.3 Secretary-Treasurer

5.7.2.3.1 Manages the Board's review of, and action related to, the Board's financial responsibilities; works with Administrator in developing, implementing, and evaluating financial procedures and systems

- 5.7.2.3.2** Ensures appropriate financial reports are made available to the Board.
- 5.7.2.3.3** Ensures that year-end audit or review is conducted in agreement with LICA's Bylaws.
- 5.7.2.3.4** Presents audit or review and financial report at the Annual General Meeting.
- 5.7.2.3.5** Spearheads the budget process.

5.7.2.4 Directors

- 5.7.2.4.1** Community Directors and Alternates must be elected by the general membership at an Annual General Meeting.
- 5.7.2.4.2** Industry, Government, Métis, and First Nations Directors and/or Alternates shall be appointed by their respective sectors, according to LICA's Bylaws, Article 4.

Review Dates: August 25th, 2004, Sep 2006

Approval Dates: November 29th, 2001, Sep 27, 2006