

## DUTIES OF OFFICERS - BOARD OF DIRECTORS

### CHAIRPERSON / PRESIDENT DUTIES:

- Plans for and presides at executive, board and annual general meetings.
- Ensures that board meetings follow parliamentary procedures.
- Delegates duties and works with committees.
- Insures compliance with bylaws and policies.
- Acts as official spokesperson for the Corporation.
- Maintains close contact and good working relationships with the staff and the membership.
- Votes to break a tie.
- Has signing authority.

### Effectively chairing a board meeting means:

- Keeping to the agenda.
- Being aware of and informed of all topics to be discussed.
- Keeping the conversation focused.
- Motivating and encouraging other board members to participate.
- When debates occur, the important points are summarized and the differences are diffused.

### VICE-CHAIRPERSON/VICE-PRESIDENT DUTIES:

- Plans and presides at meetings in the absence of the chairperson.
- Assists the chairperson/president with his (her) responsibilities.
- Assumes other duties of the chairperson/president in his (her) absence.

### TREASURER DUTIES:

- Leads the Board members through the financial records, helping members to understand the financial situation of the child day care centre.
- Ensures that the accounting and bookkeeping work is done according to generally accepted methods. (The treasurer may do the bookkeeping or a bookkeeper may be appointed.)
- Ensure that an auditor is appointed.
- Presents the annual financial statements to the membership.
- Educates her/himself with the budget of the centre and its monthly spending patterns.
- Assists in the preparation of the annual budget.
- Understands charitable registration and the reporting required by government bodies.
- Reports regularly to the finance committee and to the Board on the Corporation's revenues and expenses.
- Ensures proper accounting of petty cash funds.
- Comprehends the structure of the staff salary schedule and has a clear understanding of staff benefits.

- Familiarizes her/himself with insurance policies.
- Acts as a signing officer for the Corporation's bank account (along with at least one other person).

\* The duties of the treasurer may be combined with the duties of the secretary on some smaller boards.

### **SECRETARY DUTIES:**

- Ensures that the business of the Corporation stays on track.
- Has responsibility for the security of official forms and correspondence.
- Ensure that documents are filed on time.
- Prepares and circulates minutes of Board and general meetings.
- Assists in planning meetings and sends out notices.
- Ensures records and files of the centre's correspondence are maintained.
- Retains custody the corporate seal.
- Places applications for membership before the board.
- Ensures the official membership register is maintained.
- Maintains manuals, time tables, meeting schedules and planning calendars.
- Signs board and general meeting minutes with the chairperson.

**A manual of minutes should be kept which has the following sections:**

- Correspondence
- By-laws
- List of the current Board of Directors with addresses and telephone numbers
- List(s) of previous Board of Directors with addresses and telephone numbers
- Financial reports and statements, name and address of bank(s); name and address of auditor
- Minutes of meetings
- Resolutions (motions that have been passed)