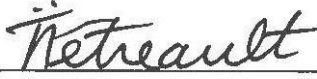
	Policy Number:	<b>BoD-D-025</b>
	<b>Policy Section D GOVERNANCE</b>	
	Date Issued:	May 06, 2004
	Date Revised:	Dec 06, 2016
	Reviewed / No changes	May 27, 2021
<b><u>EXECUTIVE OFFICER ROLES and RESPONSIBILITIES</u></b>  Page 1 of 4	<b>POLICY &amp; PROCEDURE Approval</b> Reference AFS Public Board Motion #0611 January 26, 2017   <hr/> J. Tetreault <b>Jana Tetreault</b> <b>AFS President &amp; Chair of the Board</b>	

## **POLICY STATEMENT:**

### **(A) President's Role and Responsibilities**

The role of the President is to provide leadership and to ensure that the Board functions according to its policies and agency by-law(s).

### **(B) Vice-President's Role and Responsibilities**

The Vice-President acts in the absence of the President, taking on the responsibilities outlined in the PROCEDURES section of this Policy.

### **(C) Secretary's Role and Responsibilities**

The Secretary serves as the official record-keeper of the Board and the organization. The Chief Executive Officer (CEO) often holds this position.

### **(D) Treasurer's Role and Responsibilities**

The Treasurer takes a lead role in financial policy development and monitoring the finances of Algoma Family Services.

## PROCEDURES:

### (A) President's Role and Responsibilities

The President is accountable to the Board in carrying out the following responsibilities:

1. Representing the Board to outside parties and the community at meetings, community functions, official events, etc.
2. Serving as the only official spokesperson for the Board of Directors, other than in specifically authorized instances.
3. Addressing the Annual General Meeting.
4. Serving as a signing authority on behalf of the Board for financial and legal purposes.
5. Ensuring that the Board operates as a team in a manner consistent with its own policies and those requirements legitimately imposed upon it from outside the organization (e.g. legislation, funder requirements).
6. Working in partnership with the Chief Executive Officer (CEO) and Committee Chairs to support the execution of their duties and responsibilities.
7. Preparing the agenda for Board meetings.
  - The President will consult with the Chief Executive Officer (CEO) in agenda preparation. The President may also receive agenda items directly from Board members or Committee Chairs prior to, or at the beginning of, a Board meeting, recognizing the conditions detailed in AFS **Board Policy [BoD-D-050 Advanced Notice](#)** must be considered.
8. Chairing the Board meetings, ensuring adequate discussion while maintaining focus and attending to time constraints.
9. Arranging for the Vice-President to Chair meetings in her/his absence from Board meetings.
10. Encouraging and enabling Board Members to prepare for and take on future leadership positions. (Reference Succession Planning Standard)
11. Serving as an ex-officio member on all Board committees.
12. Calling ad hoc Board or Executive Officers' meetings, as required.

## **(B) Vice-President's Role and Responsibilities**

The Vice-President is accountable to the Board in carrying out the following responsibilities:

1. Being well-versed in the matters currently before the Board through working closely and cooperatively with the President.
2. Being familiar with the organization's policies and by-law(s), and monitoring Board conduct.
3. Serving as a signing authority on behalf of the Board for financial and legal purposes.
4. Performing other responsibilities at the request of the President or Board.

## **(C) Secretary's Role and Responsibilities**

The Secretary is accountable to the Board in carrying out the following responsibilities:

1. Ensuring that accurate minutes are taken at the organization's meetings (i.e. Board meetings, Annual Meeting, Board Committee meetings)
2. Ensuring that the organization's files, records and other relevant written materials are kept, recorded and distributed (i.e. Board Policy Manual, By-law(s))
3. Ensuring Board members receive agenda and minutes in a timely manner.

## **(D) Treasurer's Role and Responsibilities**

The Treasurer takes a lead role in financial policy development and monitoring Algoma Family Services' finances. The Treasurer is accountable to the Board in carrying out the following responsibilities:

- Advising and assisting the Board in understanding the finances of Algoma Family Services.
- Chairing the Finance and Operations Committee.
- Ensuring audited financial statements are presented to the Board on an annual basis.
- Presenting the audited financial statements at the Annual General Meeting for approval by the membership.
- Calling the motion at Annual General Meeting to appoint the Auditor.
- Making the audited financial statements available for public inspection.
- Serving as a signing authority on behalf of the Board for financial and legal purposes.
- Bringing the annual budget, that has been prepared by staff, to the Board for review and approval.

## **RELATED POLICIES & DOCUMENTS:**

- [AFS By-law #1](#) – Section 8 – OFFICERS
- AFS Board Policy [BoD-D-050 Advanced Notice](#)