

LORNE MOUNTAIN COMMUNITY ASSOCIATION (LMCA)

BOARD OF DIRECTORS - JOB DESCRIPTIONS

LMCA Vision Statement: The Hamlet of Mount Loren is to be a vibrant, active, healthy and growing rural community.

LMCA Mission Statement: The Lorne Mountain Community Association strives to foster a “sense of community” and enhance quality of life by providing and operating community facilities for the enjoyment and pleasure of its members and to organize and promote social, educational and recreational activities.

LMCA Board of Directors Structure & Term of Office:

Officers: President, Vice-President, Secretary, Treasurer
Directors: At least 3 Directors; but more if Board chooses at AGM
Term: Elected by membership at AGM and serve for 1-year term and can be re-elected

Board of Directors Authority & Responsibility: The Board of Directors is the governing board responsible for LMCA’s highest level of decision-making and legal authority. By law, the governing board for LMCA is accountable for, and has authority over, the affairs of the organization. As a member of the Board, a Director/Officer acts in a position of trust for the community and is responsible for the effective governance of the LMCA. *The Board is made up of individual board members acting together as a whole.*

LMCA’s Board of Directors is an ***Administrative Governing Board***, and as such, governs the organization and determines the long-term direction of the organization. The Board hires a Executive Director (and other staff as needed) to implement LMCA’s policies and strategic plan, and to manage the day-to-day business of the organization. The Executive Director is accountable to the Board.

Ten Basic Overall Responsibilities of the LMCA Board of Directors:

1. Determine LMCA’s vision & mission and purpose (to be reviewed periodically for accuracy/validity)
2. Select the Executive Director (develop job description/terms of employment and recruit)
3. Support the Executive Director and review performance (performance reviews)
4. Ensure effective organizational planning (Recreation Plan development/monitoring)
5. Ensure adequate resources (CRAG funding, etc.)
6. Manage resources effectively (finalize/approve annual budget, allocate funds to/from reserves)
7. Determine and monitor LMCA programs & services (only in terms of consistency with mission)
8. Enhance LMCA’s public image (where applicable if Board deals with media/public)
9. Ensure personnel polices and delegation of duties is clear to Executive Director/staff
10. Assess Its own performance (NGO Assessment Tool)

Requirements of Board Members:

- prepare for, attend and participate at Board Meetings (approx. 10/year, approx. 2-3 are face-to-face)
- participate on Committee(s) where applicable
- attend the Annual General Meeting
- provide support to Special Events where applicable
- participate in LMCA Recreation Planning sessions
- approve/reject expenditures outside of the authorized budget
- create, mandate and monitor committees
- interpret organization to community
- recruit new Board members
- develop/review Board risk management plan

Duties of the President: (see By-law Article 5.1)

- provide leadership to the Board of Directors; ensure the Board adheres to its constitution/bylaws
- set meetings and develop agenda with Staff
- chair meetings of the Board (if not available, Vice-President can chair meeting)
- meet with Staff when necessary to provide direction
- establish nominating committee for board recruitment purposes
- appoint Chairpersons of committees, in consultation with other Board members
- ensure that Board Orientation & Training is provided
- recognize contributions made by Board members to the Board's work
- act as signing officer for contracts and grant applications unless delegated otherwise
- promote LMCA's purpose in the community to the media
- prepare report for and chair Annual General Meeting
- provide orientation to new President

Duties of the Vice-President: (see By-law Article 5.2):

- act in the absence of the President
- learn the duties of the President and keep informed on key issues
- work closely as an advisor/consultant to the President
- chair meetings of the Board in absence of President
- act as signing officer for contracts and grant applications in absence of President
- prepare to serve a future term as President (if applicable)
- provide orientation to new Vice-President

Duties of the Secretary: (see By-law Article 5.3)

- keep minutes of all meetings of the society and directors
- sign official documents of LMCA as required
- provide orientation to new Secretary

Duties of the Treasurer: (see By-law Article 5.4)

- act as signing officer for cheques and other financial documents
- provide orientation to new Treasurer

General Duties of the Director: (see By-law Article 5.5)

- approve, where appropriate, policy and other recommendations received from the Board
- monitor Board policies
- review by-laws and recommend changes, if appropriate, to membership
- approve budget
- assist with programs and projects where applicable and required
- provide orientation to new Directors

Other Board Members Resources that all members should review.

- Board members responsibilities PowerPoint presentation
- Code of Conduct LMCA
- Conflict of Interest policy Board Member/staff/volunteers LMCA
- LMCA Assessment Review Jan. 2019