

OCTEVAW Board of Directors Job Descriptions

All Board members must meet the following eligibility requirements and will carry out general responsibilities as cited in individual job descriptions.

Eligibility:

1. Member in good standing
2. Previous service on a Board of Directors an asset
3. Knowledgeable of the activities/affairs of OCTEVAW
4. Willing to give the time, energy, talents and enthusiasm required of the position
5. Good organizational skills

General Responsibilities:

1. Support and defend policies and programs adopted by the Board of Directors
2. Serve as voting member of Board of Directors
3. Assist in the development of the Business Plan
4. Submit written report for inclusion in the Annual Report
5. Submit written board reports, in advance, for monthly board meetings; request agenda time if required
6. Ensure fiscal responsibility of the portfolio to which position is assigned
7. Submit budget needs for the following fiscal year
8. Conduct transition meeting with successor
9. Perform other duties that may be delegated by the Chair and/or Board of Directors

Attendance & Time Commitment:

1. Mandatory attendance at monthly Board of Directors meetings (teleconference participation accepted in some circumstances)
2. Mandatory attendance at two Board retreats (2 days in length; Fall and Spring)
3. Mandatory attendance at the Annual General Meeting
4. Attendance at official activities and functions, whenever possible

Estimated time per month: Refer to individual job descriptions

SPECIFIC RESPONSILITIES BY PORTFOLIO

Board Chair – Specific Responsibilities

1. Serve as direct support to the Chair.
2. Act as coach, advisor and counselor to Board members and committees.
3. In the absence of the Chair, perform duties of the Chair with the powers of, and subject to, all restrictions upon the Chair.
4. Remain knowledgeable about all OCTEVAW activities in order to take over for or represent the Chair at any time.
5. Serve on the Board Success Planning Committee to develop a slate of qualified board members for the following year.
6. Prepare the annual operating budget with the Director, Finance for the coming fiscal year.
7. Along with the Immediate Past Chair, act as guardian of OCTEVAW's bylaws, policies and procedures to ensure they are updated as necessary and in compliance with bylaw standards.

Estimated time per month: **10-15 hours**

Director, Finance and Treasurer - Specific Responsibilities

1. Oversee the financial management, including fundraising initiatives (sponsorships), OCTEVAW credit card, investments and reserves.
2. Ensure safekeeping of OCTEVAW funds in such banks, trust companies, and/or investments as approved by the Board of Directors.
3. Seek financial advice and act as liaison with Auditor and Bank Account Manager.
4. Comply with all governmental tax regulations and assist Auditor and Secretariat with Chapter tax reports as required.
5. Conduct and coordinate the annual budget process, including draft budget preparation with input from all Board members, and coordinate with the Chair on final budget submission to the membership.
6. Work with Directors and event leads to establish the annual venue and registration fee costs/fees.
7. Oversee and ensure compliance to the budget throughout the year, including review of relevant financial policies.
8. Sign off on cheque requisitions and credit card payments as required.
9. Inform Board members of proper procedures for approval of invoices and requisition of cheques, and provide required forms, chart of accounts, etc.
10. Ensure the Executive Director maintains proper accounting procedure for the receipt and handling of funds, maintenance of financial records, and payment of authorized invoices. Offer insight and recommendations to ensure financial efficiency and transparency.
11. Liaise with the Executive Director as required regarding payment of invoices and other financial matters.
12. Arrange for the annual audit of the financial statements and liaise with the auditor as required.
13. Present the audited financial statements to the membership at the Annual General Meeting for approval.
14. Present the up-to-date financial statements at each Board of Directors meetings.
15. Act as coach, advisor and counselor to the Director, Fundraising, as needed.
16. With assistance from the Executive Director, ensure the bank is notified of changes to signing authorities each year, including any updates to the name of the on the OCTEVAW credit card.

Estimated time per month: 10 hours

Specific Responsibilities - Director, Human Resources

1. Serve as direct support to the Chair.
2. In conjunction with the Chair, complete an annual review of the Executive Director.
3. Create and implement a Board Self-Assessment Tool.
4. Act as coach, advisor and counselor to Board members and committees.
5. Remain knowledgeable about all OCTEVAW activities in order to take over for or represent the Chair at any time.
6. Act as guardian of OCTEVAW's bylaws, policies and procedures to ensure they are updated as necessary and in compliance with bylaw standards.
7. Ensure the current Board structure (org chart) and job descriptions are reviewed annually and made available on the OCTEVAW website.

Estimated time per month: 10-15 hours

Specific Responsibilities - Director, Revenue Generation

Act as Co-Chair focusing on sponsorship programming and revenue generation.

1. Identify, recruit and train committee members
2. Report to the Board of Directors on the strategies, successes and challenges of the sponsorship activities and initiatives
3. Develop OCTEVAW's partnership/fundraising/donour prospectus for publication in partnership with the Co-Director, Fundraising.
4. Oversee the contracting procedure for the Chapter's contributing sponsorship partners
5. Develop strategies to establish strategic partnerships with potential partners and sponsors at the local, government, individual and corporate levels
6. Monitor association and sector trends to discover best practices in fundraising by other organizations
7. Work with appropriate committee to develop and/or manage fundraising programs
8. Ensure promotion of fundraising/donor efforts
9. Ensure that promised benefits/deliverables are received by the partners
10. Coordinate the production of a Partner Appreciation Reception (if required)
11. Develop strategies to increase revenue and in-kind support for OCTEVAW

Estimated time per month: 8 -15 hours

Specific Responsibilities – Co-Director, Communications

1. Identify, recruit and train required committee members
2. Ensure minutes of your committee meetings are taken and provide a final electronic copy to the Executive Director for archiving
3. Manage and supervise the publications, marketing, advertising, public relations, community outreach, and advocacy efforts of OCTEVAW, including
 - Marketing - Website/technology
 - Publications – Newsletter, Social Media
 - Public Relations - Media Relations, Press Releases
 - Advertising - Newsletter Ads, Website Ads
 - Community Outreach - Philanthropic Activities
4. Research current communications/technology trends and topics pertinent to the sector and report findings to the Board of Directors
5. Perform an annual review of the website to ensure its efficiency as a primary communications device
6. Liaise with the Webmaster to develop and manage the operation of the website
7. Implement and manage the Website Change Request process and ensure timely updates to keep the website fresh and informative
8. Liaise with the contracted supplier to develop an Advertising Opportunities prospectus for OCTEVAW
9. Facilitate posting of banner ads on the website
10. Maintain website and social media presence and promote activities and events to members and City at large
11. Work with appropriate committees to assist in publicizing events and capitalizing on social media
12. Develop and manage collateral materials
13. Ensure adherence to all branding standards
14. Develop media contacts on behalf of OCTEVAW and maintain partnerships with key media
15. Develop and maintain OCTEVAW media kit

16. Communicate with the media, stakeholders/members, and the general public to educate and promote sanctioned events, activities and community service projects
17. Report to the Board of Directors on the strategies, successes and challenges of the portfolio

Estimated time per month: 10-15 hours

Specific Responsibilities – Co-Director, Stakeholder and Membership Outreach

1. Includes but is not limited to include, being coach, advisor and counselor to reporting Directors.
2. Along with the Directors that report to this position, develop strategic goals and objectives for the team that support the business plan.
3. Develop portfolio efforts, including: member recruitment, new member orientation & welcome, member care/ hospitality, member retention, awards/recognition programs, and the facilitation of networking for all member showcase events and activities.
4. Establish membership growth and membership retention goals for the year in conjunction with OCTEVAW's overall goals.
5. Along with the appropriate Directors that report to this position, develop and maintain an active and ongoing campaign to attain membership goals. Work with Director of Leadership & Volunteer Management to ensure volunteer engagement and satisfaction.
6. Develop and maintain a plan regarding efforts to retain and increase membership.
7. Report to the Board of Directors on the strategies, successes and challenges stakeholder membership.
8. Oversee the production of and provide content for the Membership Directory and ensure timely posting of any new members on the website as well as ensuring the removal of those not renewing their membership from the website.
9. Create and distribute a bi-annual Chapter needs assessment survey.
10. Review, adhere and update all policies and procedures related to any initiatives stakeholder recruitment and retention initiatives.

Estimated time per month: 10-15 hours

Specific Responsibilities – Director, Volunteer Management

1. Develop and maintain a Board 101 orientation program, with direction from the Chair-Elect
2. Develop and execute a Leadership Succession plan
3. Coordinate any required board training sessions during the year (i.e. budgeting sessions)
4. Facilitate an annual review of board and committee job descriptions to ensure accuracy and relevance
5. Develop and maintain a Volunteer Management program
6. Act as liaison between those seeking volunteer opportunities and board committees requiring volunteers
7. Manage the active volunteer list and ensure all committee volunteers are active members
8. Educate volunteers regarding processes, procedures and tools to achieve committee objectives
9. Work with volunteers to expand volunteer long-term involvement with OCTEVAW
10. Develop a volunteer data base, website, volunteer application form and monitor the membership roster to ensure member in good standing status.

11. Encourage member involvement in committees
12. Report to the Board of Directors on the strategies, successes and challenges of the Leadership & Volunteer management programs

Estimated time per month: 10-15 hours

Specific Responsibilities – Director, Volunteer Management

1. Identify, recruit and train required committee members
2. Ensure minutes of your committee meetings are taken and provide a final electronic copy to the Executive Director for archiving
3. Provide support as Directors identify tasks supporting the current action plan.

Estimated time per month: 10 hours