

Roles and Responsibilities of the Victoria Pride Society Board of Directors

The primary purpose of the Board of Directors is to lead the Victoria Pride Society in fulfilling its mission to inspire full inclusion within the Pride Community and society at large through visibility, ongoing conversation and celebration.

Duties and Responsibilities

As a representative of the Victoria Pride Society, each Board member shall:

- Regularly attend Board meetings.
- Make a serious commitment to participate in at least one committee.
- Participate fully, frankly and respectfully in the deliberations and discussions of the Board.
- Volunteer for and willingly accept assignments as well as complete them thoroughly and on time.
- Adequately prepare for Board, committee and task force meetings.
- Take responsibility for acquiring enough information necessary for decision making.
- Understand the unique role of Victoria Pride in the community.
- Maintain an understanding of the business, social and political environments within which Victoria Pride Society operates.
- Share responsibility of the betterment of the society.
- Represent the Victoria Pride Society at functions and community events and be an effective representative.

Independence and Board Interaction

Recognizing that Board cohesiveness is an important element in its effectiveness, each Director shall:

- Be a positive force with a demonstrated interest in the long-term success of Victoria Pride.
- Speak and act independently while respecting decisions of the group.
- Develop collegial relationships with other Board members.

Fiduciary Responsibility

- Ensure effective financial planning
- Ensure adequate resources to accomplish Victoria Pride's mandate.

Authority

An individual Director has no specific authority as a Director but rather authority resides in the Board of Directors as a whole.

Term

The term for a Director is three years beginning at the first meeting of the Board following their election in a General Meeting. The term can be renewed indefinitely.

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President

The President is the chair of the Board and is responsible for supervising the other directors in the execution of their duties.

Responsibilities

- Is a member of the Board and regularly attends Board meetings
- Performs the functions described in the Board of Directors job description.
- Chairs all Board meetings.
- Ensures the Board adheres to its governance approach and fulfills its legal commitments.
- Provides leadership to the Board in setting policies and assuring accountability of any paid staff or employees of the Society.
- Maintains knowledge of the organization and commitments to its goals and objectives.
- Guides the development and execution of Victoria Pride activities.
- Consults Board members on their role with the Board.
- Appoints committee chairs in consultation with Board members.
- Serves as ex-officio member to Board committees.
- Develops agenda for Board meetings in collaboration with Executive Committee.
- Attends Executive Committee Meetings.
- Oversees the hiring process and leads the evaluation of any paid staff.
- Works closely with the Vice President(s) on ensuring continued Board stability and leadership succession planning.

Term

The President is elected by the Board to a one year term ending at the Annual General Meeting with the option to renew.

Reporting

The President reports to the Board as a Whole.

Vice President

The vice-president is the vice chair of the Board and is responsible for carrying out the duties of the president if the president is unable to act. At the discretion of the Board, a second co-vice president may be elected or appointed.

Responsibilities

- Performs the functions described in the general Board member role description.
- Assumes the President's responsibilities when they are unavailable.
- Assists the President in consulting Board members on their role on the Board.

- Participates on committees and task teams as appropriate.
- Attends Executive Committee Meetings.
- Participates in the hiring process and evaluation of employees and contractors.
- Works closely with the President on leadership transition.
- Performs other responsibilities as requested by the Board President.

Term and Time Commitment

The Vice President's term is elected by the Board to a one year term ending at the Annual General Meeting with the option to renew.

There is an expectation that the Vice President will assume the position of President.

Reporting

The Vice President reports to the President and the Board as a whole.

Treasurer

The Treasurer's primary purpose is to ensure the financial oversight and accountability of Victoria Pride.

Responsibilities

- Performs the functions described in the general Board member role description.
- Receiving and banking monies collected from the members and other sources
- Keeping accounting records in respect of the Society's financial transactions
- Preparing the Society's financial statements
- Making the Society's filings respecting taxes
- Chairs the Finance Committee
- Attends Finance Committee meetings
- Attends Executive Committee meetings
- Prepares and presents the annual budget to the Board for approval
- Gives regular reports to the Board on the Society's financial position and financial results year to date
- Presents financial statements to the Society's members at the AGM
- Prepare for the transition to an incoming Treasurer as appropriate.
- Acts as a signing officer

Term

The Treasurer's term is elected by the Board to a one year term ending at the Annual General Meeting with the option to renew.

Reporting

The Treasurer reports to the President and the Board as a whole.

Executive Administrator

The Executive Administrator's primary purpose is to oversee the preparation, maintenance and accessibility of records and documents of the Victoria Pride Society Board.

Responsibilities

- Performs the functions described in the general Board member role description.
- The Executive Administrator is responsible for doing, or making the necessary arrangements for the following:
 - Issuing notices of general meetings and directors' meetings
 - Taking minutes of general meetings and directors' meetings
 - Keeping the records of the Society in accordance with the Act
 - Conducting the correspondence of the Board
 - Filing the annual report of the Society and making any other filings with the registrar under the Act
- Oversees that the AGM requirements and timelines are fulfilled
- Maintain a list of Victoria Pride committees with their current Chair and members.
- Attends Executive Committee Meetings.
- Other tasks and responsibilities related to internal Board documents.

Term

The Executive Administrator is elected by the Board to a one year term ending at the Annual General Meeting with the option to renew.

Reporting

The Executive Administrator reports to the President and the Board as a whole.