



## 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:**

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