



Board of Directors Roles & Responsibilities

Approved by Board: April 22, 2023

Effective Date: April 22, 2023

All Directors

All directors of a Network of Emergency Support Services Teams Society (Society) must, when exercising the powers and performing the functions of a Director of the Society:

- Act honestly and in good faith with a view to the best interests of the Society.
- Exercise the care, diligence and skill that a reasonably prudent individual would exercise in comparable circumstances.
- Act in accordance with this Societies Act [Sbc 2015] (Act) and the regulations, and(d)
- Act in accordance with the bylaws of the Society.
- When exercising the powers and performing the functions of a director of the Society, the Director must act with a view to the purposes of the society.

Nothing in a contract or the bylaws of a Society relieves a director from the duty to act in accordance with the *Act* and the regulations, or liability that, by any enactment or rule of law or equity, would otherwise attach to the director in respect of negligence, default, breach of duty or breach of trust of which the director may be guilty in relation to the society.

Term of Office

- Directors at large are to hold office for a period of two years. Executive Directors are to hold office for a period of three years.
- A Director may be re-elected for a maximum of three consecutive terms.
- If a Director resigns his or her office or otherwise ceases to hold office, the remaining Directors may at any time and from time to time appoint a member to fill that vacancy on the Board.
- A Director so appointed holds office only until the conclusion of the next annual general meeting of the Society, but is eligible for re-election at the meeting.
- An action or proceeding of the Directors is not invalid merely because there is less than the prescribed number of Directors in office.
- The members may, by special resolution, remove a Director, before the expiration of his or her term of office.
- A successor may be appointed to complete the term of the removed Director.



President

The President is the leader of the Society, and oversees all of the society's activity. The President will need to provide support, advice and guidance to the other committee members. The President is required to fully understand the activities of the Society and ensure that those activities are carried out.

The President is responsible to:

- Be the first point of contact for the Society.
- Take responsibility for leading the Society and for building and maintaining the Society's reputation.
- Represent the Society in relations with all stakeholders and the public.
- Communicate regularly with the Vice-President.
- Attend and/or lead all meetings of the Society and if you are unable to attend ensure that another member the Society attends and/or leads the meeting and reports back to you.
- Take responsibility for managing the affairs of the Society, including planning and running meetings according to the constitution.
- Oversee and guide all decisions taken by the Society and ensure that they are communicated to all members.
- Ensure all Society committees are undertaking their role in an efficient and effective manner.
- In conjunction with the secretary, prepare and present an annual report at the AGM (Annual General Meeting).
- Liaise with the secretary on the agenda for meetings and approve minutes before they are circulated.
- Be familiar with the Society, Constitution, Bylaws, policies and procedures.
- Liaise with the treasurer to ensure that funds are collected and spent properly, in the best interests of the Society.
- Plan for recruitment and renewal of the Society.

Vice President

The Vice President will sit in on meetings and make sure members and supporters are satisfied with the Society's level of transparency. The Vice President also assists with drafting bylaws, policies and procedures and leads meetings when the president is unavailable.

If the president leaves, the Vice President will likely be considered to take over the role of President, however, if they do not want this role, they will help with finding a new President and transitioning the Society from one leader to the next.

The Vice President will step in and assume the President's duties if they are unavailable.



Network of Emergency Support Services Teams

The Treasurer

The Treasurer must have experience in managing budgets and have a basic understanding of the financial goals and responsibilities of the Society.

The Treasurer is responsible to:

- Establish and maintain annual budgets.
- Track all income and expenditures.
- Keep the Directors of the Society informed of the society's financial situation.
- Produce annual Financial Statements for the Annual General Meeting.

The Secretary

The Secretary ensures the Society operates in an orderly fashion.

The Secretary is responsible to:

- Liaise with the President to plan meetings, compile, agendas, circulate agendas, reports and minutes to all Directors.
- Oversee the maintenance of the Membership List.
- Deal with correspondence to and from the Society.
- Oversee communications with members and ensure that members have the opportunity to communicate back.
- Be familiar with the Constitution and Bylaws of the Society, any policies, procedures, and regulations.
- Coordinate Society's social media and website presence.
- Being the principal organizer for events and room bookings.
- Submitting the Risk Assessments for events.

Director-at-Large

As a member of the volunteer Board of Directors, the Director-at-Large is responsible for furthering and implementing the direction established by the Board through active participation in Board activities.

Director-at-Large is responsible to:

- Serve as an active member and representative of the Board of Directors.
- Participate in all Board development and training opportunities, which includes helping to establish a strategic direction and vision for the Society's future.
- Participate in Society sub-committees.
- Support of and participation in events and activities organized by the Board of Directors and its sub-committees.
- Undertake special one-time projects or ongoing projects for the community with the approval of the Board of Directors.