



Roles and Responsibilities

Board Member

Authority and Responsibility:

The Board of Directors is the legal authority for the Adult Recreational Choir Society (ARCS). As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

Requirements:

- 1). Commitment to the work of ARCS.
- 2). Possession of or willingness to gain knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel and advocacy.
- 3). Willingness to serve on committees of the Board of Directors
- 4). Attendance at monthly Board meetings
- 5). Attendance at meetings of assigned committees
- 6). Attendance at Annual General Meetings
- 7). Attendance at membership meetings
- 8). Support of special events
- 9). Support of fundraising events

Term

Board members are elected by the membership at the Annual General Meeting in October. Nominations will be called in early September. Board members serve for a renewable two year term to a maximum of two terms. Board members may be released at the end of the elected term, by resignation or according to ARCS bylaws.

General Duties

A Board member is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.

The Board member must:

- 1). Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and senior staff.
- 2). Monitor all Board policies.
- 3). Review the bylaws and policy manual and recommend bylaw changes to the membership.
- 4). Review the Board's structure, approve changes and prepare necessary bylaw amendments.

- 5). Participate in the development of ARCS's organizational plan and annual review.
- 6). Approve ARCS's budget.
- 7). Approve the hiring and release of the Executive director and Artistic Director for ARCS, including their employment contract.
- 8). Support the evaluation strategy of the Executive Director and Artistic Director.
- 9). Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance ARCS's mission.

Review Date and Approval Date

The Board (via a Human Resource Committee) annually reviews the Board Member Job Description.

Recommended changes are presented to the Board

Approval Date: September 21, 2009

Review Date: May, 2010