



Job Descriptions Revised January 2013

Office: Board of Director
Term: 2 years
Reports to: Board of the Directors

Activities:

Attend monthly Board of Directors meetings
Serve as a RRRNE Early Childhood Council member
Attend the annual meeting of the Board of Directors
Participate on at least one committee
Support fundraising efforts
Attend annual events such as the Children's Fair, Early Childhood Professional Recognition Event and the Fraser Valley Lion's Club Festival of Trees
Other (as required)

General Expectations:

1. Knowledge of the organization's mission, purpose, policies, programs, services, strengths and needs.
2. Personal commitment to Grand Beginnings' and the Rural Resort Region North East (RRRNE) Early Childhood Council goals and objectives.
3. Encourage board development including recruiting new directors and committee members.
4. Attendance at 75% of Board of Directors meetings.
5. Serve as a member on at least one committee or project per year.
6. Serve as a member of the RRRNE Early Childhood Council
7. Volunteer for and willingly accept assignments and complete them thoroughly and on time.
8. Get to know other committee members and build a collegial working relationship.
9. Participate in fundraising for the organization.
10. Represent the organization in the community.
11. Follow trends in the organization's fields of interest (early childhood).
12. Participate in the evaluation of the Executive Directors performance.
13. Participate in the annual review of the organization's actions with respect to priorities and governance concerns.
14. Attend the annual meeting.

Meetings:

1. Participate in Board, early childhood council and committee meetings.
2. Stay informed about committee matters, be well prepared for meetings, review and comment on minutes and reports.

3. Attend each Board meeting. Two “unexcused” absences will be accepted as resignation from the Board. An excused absence consists of making the other Directors aware that you will miss the meeting.
4. Maintain appropriate confidentiality of the Board’s business.
5. Suggest appropriate agenda items for the Board and committee meetings.

Relationship with Others:

Be available to assist the other Directors, Officers and Staff as appropriate and support him/her in relationships with the community at large.

Avoiding Conflicts:

1. Serve the organization as a whole rather than any special interest group or constituency.
2. Avoid conflict of interest or the appearance thereof and disclose any possible conflicts to the Board in a timely fashion.

Committee Opportunities:

- Scholarship Committee
- Marketing and Fundraising
- Health Integration Action Team
- Rural Resort Region North East Early Childhood Council Steering Committee
- Pyramid Plus Approach Leadership Team



Job Descriptions Revised January 2013

Office: President

Term: 2 years

Reports to: Board of Directors

Activities:

Carry out the direction of the Board of Directors to achieve the organization's mission
Lead Board of Directors Meetings
Draft agenda with the Chairman for Board of Directors review
Maintain contact with other officers
Attend the annual meeting of the Board of Directors
Attend committee meetings as needed
Support fundraising efforts
Support community involvement activities
Other (as required)

Responsibilities:

1. Knowledge of the organization and personal commitment to its goals and objectives.
2. Ensure that the officers are accountable
3. Chair Board of Directors meetings after developing the agenda with the Executive Director
4. Encourage and advance strategic planning.
5. Discuss issues confronting the organization with the Board of Directors.
6. Help guide and mediate the organization's actions with respect to priorities and governance concerns.
7. Review any issues of concern to the Board of Directors.
8. Monitor financial planning and financial reports.
9. Play a lead role in fundraising
10. Lead the evaluation of the Executive Director's performance
11. Perform other responsibilities assigned by the Board of Directors. The President has primary contracting authority and responsibility for the organization at the direction of the Board of Directors.



Job Descriptions Revised January 2013

Office: Secretary

Term: 1 year

Reports to: President and/or Board of Directors

Activities:

Attend monthly Board of Directors meetings
Attend annual meeting of the Board of Directors
Draft minutes
Attend committee meetings as needed
Support fundraising efforts
Maintain records and organizational documentation
Other (as required)

Responsibilities:

1. Knowledge of the organization and personal commitment to its goals and objectives.
2. Maintain records of the organization and ensure effective management of the organization's records.
3. Assume responsibilities of the President in the absence of the President
4. Provide notice of meetings, when such notice is needed.
5. Ensure minutes, agenda and supporting documents are distributed to the Officers and Directors as required by the By-laws as needed
6. Become sufficiently familiar with legal documents (Articles, By-laws, IRS letters, etc.) and keep up-to-date.
7. Ensure filings with applicable governmental entities are properly and timely filed.
Perform other responsibilities assigned by the president



Job Descriptions Revised January 2013

Office: Treasurer

Term: 1 year

Reports to: President and/or Board of Directors

Activities:

Attend quarterly Board of Directors meeting to review financials
Attend the annual meeting of the Board of Directors
Support fundraising efforts
Support community involvement activities
Other (as required)

Responsibilities:

1. Knowledge of the organization and personal commitment to its goals and objectives.
2. Understanding of financial accounting for non-profit organizations.
3. Serve as financial officer of the organization, who reviews, approves and presents quarterly financial reports to the Board of Directors.
4. Work with the Board of Directors to ensure that appropriate financial reports are made available on a timely basis.
5. Assist in preparing the annual budget and presenting it to the Board of Directors for approval.
6. Review and approve income and expenses through a monthly reconciling of the books including payroll visa/debit charges, and Executive Director reimbursements
7. When done, review an annual audit/review and answer questions about the audit/review.
8. Ensure files annual tax returns, quarterly and yearly payroll taxes, and any other financial filings.
9. Perform other responsibilities assigned by the President.



Job Descriptions Revised January 2013

Office: Committee Chair

Term: 1 year

Reports to: Board of Directors

Activities:

Attend and manage said person's committee meetings
Support fundraising efforts
Other (as required)

Responsibilities:

1. Knowledge of the organization and personal commitment to its goals and objectives.
2. Set the tone for committee work.
3. Set goals and objectives for the committee.
4. Ensure members have the information they need to do their jobs.
5. Recruit volunteers to participate in committee work.
6. Oversee logistics of the committee operations.
7. Report to the Board of Directors as requested.
8. Maintain timely communication with committee members and meet regularly.
9. Assign work to the committee members, set the agenda and run the meetings.

Committee Opportunities:

- Scholarship Committee
- Marketing and Fundraising
- Health Integration Action Team
- Rural Resort Region North East Early Childhood Council Steering Committee
- Pyramid Plus Approach Leadership Team