



BCODN BOARD OF DIRECTORS ROLE DESCRIPTIONS

This document provides a summary of the various roles on the BCODN Board.



BCODN BOARD DIRECTORS

Greetings!

This document has been designed to give you an overview of the various roles on the BCODN Board.

After reviewing the information in this document, you should have a general understanding of all the portfolios that currently constitute the BCODN Board.

These roles, responsibilities, and processes are defined based on the strategic direction from the previous year and evolve with the changing needs of the society.

-Your fellow BCODN Board of Directors.

OVERVIEW OF ROLE RESPONSIBILITIES

President and Chairperson of the Board

- This is a one-year term requiring an estimated 15 hours/month to fulfill the responsibilities of the position. The President is responsible for providing organization and leadership for all BCODN activities in accordance to standards of the society. Some duties include coordinating and facilitating the development of the Annual Strategic Plan at the beginning of the fiscal year, and leading preparations for the Annual General Meeting (AGM) at the end of the fiscal year. The President coordinates and chairs monthly Board meetings and mentors board members, providing support for all board roles/functions as needed. Additionally, the President ensures the development and maintenance good relationships between the BCODN Board and membership, and between BCODN and external organizations.

Secretary-Treasurer

- This is a one-year term requiring an estimated 10-15 hours/month to fulfill the responsibilities of the position. The Secretary-Treasurer is responsible for monitoring and reinforcing the Board and Society's administrative and financial conduct in accordance with the *Society Act*. Some duties include completing governance and income tax filing at the end of the fiscal year and issuing budget reports, as necessary. In addition, the Secretary-Treasurer records minutes of all meetings of the society and directors, maintains the BCODN banking account and related activities, and holds custody of the common seal and related records and documents of the society.

Vice President(s) of Memberships

- This is a two-year term requiring an estimated 8-10 hours/month to fulfill the responsibilities of the position. The VP of Memberships is responsible for developing and overseeing the execution of a membership strategy to meet the related targets established at the beginning of the year. Duties include handling membership inquiries, recruiting individual and corporate members and engaging the Board to assist, developing new and renewed membership welcome letters, and creating quarterly and annual reports on membership statistics for the board, as needed. This position is currently co-chaired on the BCODN Board.

OVERVIEW OF ROLE RESPONSIBILITIES

Vice President(s) of Communications

- This is a two-year term requiring an estimated 10-15 hours/month to fulfill the responsibilities of the position. The VP of Communications is responsible for the development of BCODN's communication strategy, directly managing communications activities in accordance to standards and with an emphasis on brand management. Some duties include managing the development of content to be published on the website and in other publications, promoting programs, and processing advertisement and job-posting services. In addition, the VP of Communication is responsible for facilitating effective two-way communication between the BCODN Board and its members (i.e. via info@bcodn.org, online forums, and newsletters). This position is currently co-chaired on the BCODN Board.

Vice President(s) of Program Development

- This is a two-year term requiring an estimated 8-10 hours/month to fulfill the responsibilities of the position. The VP of Program Development (PD) facilitates opportunities that allow members to: (1) build experience in OD practice through professional events; and (2) build relationships in the OD community through networking events. Some duties include creating an annual program strategy in line with BCODN's strategic plan, and managing the preparation and delivery of events (e.g. identify and contact sponsors and speakers, liaise with VP of communications to promote events, oversee registration processes, etc.). This position is currently co-chaired on the BCODN Board.

Building Community Organizations (BCO) Representative

- This is a two-year term requiring an estimated 7-10 hours/month to fulfill the responsibilities of the position. The BCO Representative is responsible for coordinating and supporting BCO committee activities, and reporting these to the BCODN Board. Some duties include developing an annual BCO strategic plan with BCO committee members, ensuring marketing and recruitment processes are in place for volunteer consultants, mentors, and participating organizations, and ensuring that BCO projects are conducted smoothly and in accordance to committee standards and BCODN's mandate.