



BC LAND SUMMIT SOCIETY

EXECUTIVE ROLES & POSITION DESCRIPTIONS

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POSITION DESCRIPTION:

Chair of the Board of Directors

Position Summary:

The Chair of the Board of Directors (the Chair) is an officer of the Society, mandated by the Society's bylaws (*Bylaw 8.1*). The Chair is the leader of the Society's Board of Directors (the Board) and the principal representative of the Board and the Society. As an Officer and Director of the Society, the Chair shall, at all times, adhere to the Society's *Code of Conduct*, as enacted by the Board.

Appointment:

The Chair is appointed, in accordance with the Society's bylaws, by the Board, from amongst the members of the Board.

Duties & Responsibilities:

The Chair shall act, at all times, in accordance with the decisions and direction of the Board and in keeping with the purposes and objectives of the Society, to undertake the following specific duties and responsibilities:

- Chair all meetings of the Board;
- Chair all general meetings of the Society;
- Ensure that all meetings of the Board and general meetings of the Society are conducted in a respectful, open manner with appropriate due process and proper procedures;
- Work with the Secretary to ensure that all meeting agendas are appropriately prepared and distributed in advance of all meetings;
- Supervise the work of the other Officers, Directors, Committee Chairs, and other appointees of the Society to ensure such are fulfilling their respective duties and responsibilities effectively, efficiently and in the best interests of the Society;
- Ensure that the decisions and direction of the Board are appropriately executed and followed effectively, efficiently and in the best interests of the Society;
- Work with the Secretary to ensure appropriate regular (quarterly) reporting of Society activities to the member organizations;
- Act, as the principal spokesperson for the Board and the Society;
- Be an authorized signing authority for the Society;
- Undertake such other duties and responsibilities as may be assigned or directed by the Board from time to time.

Reporting & Accountability:

The Chair shall be accountable to, and report regularly to the Board of Directors.



POSITION DESCRIPTION:

Secretary

Position Summary:

The Secretary is an officer of the Society, mandated by the Society's bylaws (*Bylaw 8.1*). The Secretary is the principal administrative officer and record keeper of the Board of Directors (Board) and the Society. As an Officer and Director of the Society, the Secretary shall, at all times, adhere to the Society's *Code of Conduct* as adopted by the Board.

Appointment:

The Secretary is appointed, in accordance with the Society's bylaws, by the Board, from amongst the members of the Board.

Duties & Responsibilities:

The Secretary shall act, at all times, in accordance with the decisions and direction of the Board and in keeping with the purposes and objectives of the Society, to undertake the following specific duties and responsibilities:

- Maintain custody of all official records and documents of the Society as may be required, except those required to be kept by the Treasurer;
- Ensure compliance with all statutory administrative filings and obligations of the Society;
- Work with the Chair of the Board to ensure that all meeting agendas are appropriately prepared and distributed in advance of all meetings;
- Prepare, distribute, and keep the minutes of all meetings of the Board and the Society;
- Maintain the register of members of the Society, and custody of the seal of the Society;
- Effectively and efficiently conduct any official correspondence of the Society as required;
- Work with the Chair to ensure appropriate regular (quarterly) reporting of Society activities to the member organizations;
- Oversee and manage the Society's internal organizational policies (including but not limited to: the bylaws, governance policies, and operational policies);
- Be an authorized signing authority for the Society;
- Undertake such other duties and responsibilities as may be assigned or directed by the Board from time to time.

Reporting & Accountability:

The Secretary shall be accountable to, and report regularly to the Board.



POSITION DESCRIPTION:

Treasurer

Position Summary:

The Treasurer is an officer of the Society, mandated by the Society's bylaws (*Bylaw 8.1*). The Treasurer is the principal financial officer of the Board and the Society. As an officer and director of the Society, the Treasurer shall, at all times, adhere to the Society's *Code of Conduct* as adopted by the Board.

Appointment:

The Treasurer is appointed, in accordance with the Society's bylaws, by the Board, from amongst the members of the Board.

Duties & Responsibilities:

The Treasurer shall act, at all times, in accordance with the decisions and direction of the Board and in keeping with the purposes and objectives of the Society, to undertake the following specific duties and responsibilities:

- Maintain custody of all financial records and documents of the Society as may be required;
- Ensure compliance with all statutory financial filings and obligations of the Society;
- Prepare and present the recommended annual budget of the Society for consideration and approval by the Board;
- Monitor the annual budget and ongoing financial activities of the Society (including but not limited to: revenues and expenditures) to ensure the prudent and effective management of the Society's financial affairs;
- Oversee the prudent and effective management of the the funds and financial investments of the Society and provide such appropriate financial advice and recommendations to the Board as may be required from time to time;
- Prepare and present financial statements to the Board, member organizations, and others in accordance with the policies and direction of the Board;
- Be an authorized signing authority for the Society;
- Undertake such other duties and responsibilities as may be assigned or directed by the Board from time to time.

Reporting & Accountability:

The Secretary shall be accountable to, and report regularly to the Board of Directors.