

OFFICERS OF THE BOARD POSITION DESCRIPTIONS

POSITION: PRESIDENT

AUTHORITY AND RESPONSIBILITY:

- is accountable to the Board of Directors and members of the EJCA
- acts in a position of trust for the EJCA community and is responsible for the effective governance of the Association
- provides overall leadership to the Board of Directors and the Association
- ensures the Board adheres to its By-laws and Constitution
- prepares the Board's meeting agendas and annual general meeting with input from Board members and staff
- calls special meetings of the Executive and/or Board as necessary
- keeps the Board's discussion on topic
- chairs meetings of the Board and the Annual General Meeting
- chairs meetings of the Executive
- represents the Association at all functions
- is a member of and co-chairs the Joint Committee for the Argyll Community Association and Edmonton Japanese Community Association
- supervises and provides annual feedback and evaluation of the Facility Manager in conjunction with the President of Argyll Community Association
- represents EJCA on the Board of the National Association of Japanese Canadians (NAJC)
- represents the EJCA on matters pertaining to provincial and federal issues
- represents EJCA on matters pertaining to issues of interest with the Consul-General of Japan and Ambassador of Japan

TERM:

-once elected to the Board by the membership, is elected by the incoming board for a 2 year term

- may be re-elected to the Board for recurring terms by the membership of EJCA at its AGM

GENERAL DUTIES:

-encourages participation and input from all board members in its meetings, activities, and events

-ensures that new board members and club chairpersons receives a thorough orientation to EJCA and board duties and responsibilities

-ensures that the Board both governs and manages its programs and services appropriately

-assists in the operation of it programs

-ensures there is a process in place to evaluate board effectiveness and review its by-laws and constitution

-monitors short term plans and initiates long term strategic planning as necessary

-ensures a process in place for succession planning of Board members

-responds to general correspondence

TIME COMMITMENT:

-2 year term

-attends one monthly Board of Directors meeting (approximately 2 hours per month)

-prepares monthly Board agenda (approximately 1 hour per month)

-prepares the agenda for and attends the Annual General Meeting (2 hours)

-assists with programs and events (varies)

-attends programs and events (varies)

-chairs and attending Executive meetings (approximately 1 hour per month)

-attends Joint ACL/EJCA Committee meetings (approximately 2 hours, twice per year) and either chairing or taking minutes of the meeting

-represents EJCA at functions and events (varies)

-attends NAJC Annual General Meeting (one weekend in September- location across Canada varies)

-responds on behalf of EJCA to correspondence-

-the President may be released at the end of the elected term, by resigning before their 2 year term, or according to the EJCA by-laws

POSITION: 1st VICE PRESIDENT

AUTHORITY AND RESPONSIBILITY:

-is responsible to take the same authority and responsibility as the President when the President is not available for the duties

-acts as an assistant to the President for all aspects of the President's roles

-is accountable to the Board of Directors and members of the EJCA

-acts in a position of trust for the EJCA community and is responsible for the effective governance of the Association

-is part of the leadership team of the Board of Directors and the Association

-ensures the Board adheres to its By-laws and Constitution

-makes a commitment to the work of the Association by attending monthly board meetings and following through with assigned tasks and duties

-represents the Board of Directors and serve on program and services committees

-attends the Annual General Meeting

-provides support of and attendance at Association programs and services

TERM:

-once elected to the Board by the membership, is elected by the incoming board for a 2 year term

- may be re-elected to the Board for recurring terms by the membership of EJCA at its AGM

GENERAL DUTIES:

-assists in the operation of it programs and events

TIME COMMITMENT:

-2 year term

-attends one monthly Board of Directors meeting (approximately 2 hours per month)

-assists with programs and events (varies)

-attends programs and events (varies)

-review to take place at the Board annual retreat

-the 1st Vice-President may be released at the end of the elected term, by resigning before their 2 year term, or according to the EJCA by-laws

POSITION: TREASURER & BOOK KEEPER*

AUTHORITY AND RESPONSIBILITY:

-provides general financial oversight of budgets, accounts and financial statements

-prepares and presents budgets to the board

-ensures that effective financial systems and procedures have been established, are being consistently followed and are in line with best practices and legal requirements

-chairs the EJCA Financial Committee

-is accountable to the Board of Directors and members of the EJCA

-acts in a position of trust for the EJCA community and is responsible for the effective governance of the Association

-is part of the leadership team of the Board of Directors and the Association

-ensures the Board adheres to its By-laws and Constitution

-makes a commitment to the work of the Association by attending monthly board meetings and following through with assigned tasks and duties

-represents the Board of Directors and serve on program and services committees

-attends the Annual General Meeting

-provides support of and attendance at Association programs and services

TERM:

-once elected to the Board by the membership, is elected by the incoming board for a 2 year term

- may be re-elected to the Board for recurring terms by the membership of EJCA at its AGM

GENERAL DUTIES:

General Financial Oversight:

- Oversees and present budgets, accounts and financial statements to the board and AGM
- Liaises with finance committee about financial matters
- Ensures that record-keeping and accounts meet the conditions of members and statutory bodies.
- Ensures compliance with relevant legislation.

Financial Planning and Budgeting:

- Prepares and presents budgets for new or ongoing work
- Advises on financial implications of strategic and operational plans
- Presents revised financial forecasts based on actual spending

Financial Reporting:

- Presents regular reports on the organization's financial position
- Prepares accounts for audit and liaising with the auditors, as required
- Presents accounts at the AGM
- Advises on the organization's reserves and investment policy.

Banking, Book-keeping and record-keeping:

- Manages bank accounts
- Sets up appropriate systems for book-keeping, payments, and petty cash
- Ensures everyone handling money keeps proper records and documentation.

Control of Fixed Assets and Stock:

- Ensures proper records are kept.
- Ensures required insurances are in place.

TIME COMMITMENT:

-2 year term

-attends one monthly Board of Directors meeting (approximately 2 hours per month)

-assists with programs and events (varies)

-attends programs and events (varies)

-the Treasurer/Book-Keeper may be released at the end of the elected term, by resigning before their 2 year term, or according to the EJCA by-laws

(*NOTE: General Duties may be divided between 2 Directors – Treasurer and Book-keeper)

POSITION: SECRETARY

AUTHORITY AND RESPONSIBILITY:

-is responsible for the records of the Association

-as the recording Secretary for all Board meetings and the AGM is responsible for recording and presenting accurate minutes

-is accountable to the Board of Directors and members of the EJCA

-acts in a position of trust for the EJCA community and is responsible for the effective governance of the Association

-is part of the leadership team of the Board of Directors and the Association

-ensures the Board adheres to its By-laws and Constitution

-makes a commitment to the work of the Association by attending monthly board meetings and following through with assigned tasks and duties

-represents the Board of Directors and serve on program and services committees

-attends the Annual General Meeting

-provides support of and attendance at Association programs and services

TERM:

-once elected to the Board by the membership, is elected by the incoming board for a 2 year term

- may be re-elected to the Board for recurring terms by the membership of EJCA at its AGM

GENERAL DUTIES:

-as the Recording Secretary is responsible to maintain a record of the proceedings and minutes of all Board meetings, Executive meetings, and the AGM

-presents draft minutes to the President and Vice-President for review

-uploads the Minutes onto Drop-Box for Board member access

-chairs the ad hoc committee to make a recommendation to the Board, the best method for the storage (both physical and electronic) and retrieval of Association documents incorporating best practices in the industry

TIME COMMITMENT:

-2 year term

- attends one monthly Board of Directors meeting (approximately 2 hours per month)

- assists with programs and events (varies)

- attends programs and events (varies)

- chairs all meetings related to the storage and retrieval of Association documents

- the Secretary may be released at the end of the elected term, by resigning before their 2 year term, or according to the EJCA by-laws

POSITION: MEMBER-AT-LARGE DIRECTOR

AUTHORITY AND RESPONSIBILITY:

- is accountable to the Board of Directors and members of the EJCA

- acts in a position of trust for the EJCA community and is responsible for the effective governance of the Association

- is part of the leadership team of the Board of Directors and the Association

- ensures the Board adheres to its By-laws and Constitution

- makes a commitment to the work of the Association by attending monthly board meetings and following through with assigned tasks and duties

TERM:

- Member-at-Large Directors are elected by the membership at the Annual General Meeting and serve for a two-year term

- Directors may be released at the end of the elected term, by resigning before their 2 year term, or according to the EJCA by-laws

- Directors may be re-elected for recurring terms by the membership of EJCA at its AGM

GENERAL DUTIES:

- represents the Board of Directors and serve on program and services committees

- attends the Annual General Meeting

- provides support of and attendance at Association programs and services

- approves policy and other recommendations received from the Executive or Board, clubs or staff

- monitors board policy for adherence or review

- reviews Association By-Laws and policy and recommend amendments and changes to membership

- approves annual budget

- approves hiring and release of Association staff based upon recommendation of the Association Executive

- assists in developing and maintaining positive relations among the Board, clubs, committees, staff members, Argyll Community Association, and the community to enhance EJCA's mission and vision

TIME COMMITMENT:

- 2 year term

- attends one monthly board meeting (approximately 2 hours per month)

- completes assigned tasks or duties (approximately 2 hours per month)

- chairs a program planning committee (varies)

- assists with programs and events (varies)

- attending programs and events (varies)