KMC Board Member Roles and Responsibilities

Chair/President

* Work with executive director and Vice Chair to set meeting agendas
* Chair board meetings
* Follow-up on action items from board meetings
* Ensure good governance and best practices are being followed
* Serve as ex officio on committees
* Set annual general meeting agenda
* Write and present president’s report for annual general meeting
* Serve on at least one committee

Vice Chair/Vice President

* Work with executive director and Chair to set meeting agendas
* Follow-up on action items from board meetings
* Assume and perform Chair’s duties in their absence
* Chair a committee and/or serve on at least one committee

Past Chair/President

* Assist in a smooth transition between Chairs
* Assume duties of Chair if both Chair and Vice Chair are absent
* Assist Chair with president’s report for annual general meeting
* Chair a committee and/or serve on at least one committee

Treasurer

* Have an understanding of accounting
* Protect organization against fraud and theft
* Attend board meetings and contribute to discussions
* Assume cheque signer role as needed
* Ensure the board understands any financial obligations
* Ensure financial records are kept up to date
* Review and report on monthly financial performance against budget
* Assist with setting the budget each year
* Chair the Finance Committee and/or serve on at least one committee

Secretary

* Record and distribute board meeting minutes
* Maintain record of past meeting minutes
* Protect organization against fraud and theft
* Participate in at least one committee
* Represent and promote the organization
* Attend board meetings and contribute to discussions
* Assume cheque signer role as needed
* Serve on at least one committee

Directors at Large

* Protect organization against fraud and theft
* Participate in at least one committee
* Represent and promote the organization
* Attend board meetings and contribute to discussions
* Assume cheque signer role as needed
* Serve on at least one committee