



Roles and Responsibilities of Board Members & Non-Board Club Support

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Officers

All Officers – Generic Responsibilities

- a. Prepare and forward VP Reports and any other material to Board Members at least 1 day prior to board meetings and GMs and 5 days before AGM.
- b. Present oral reports to Board Meetings, GMs and AGMs as requested/required.
- c. Forward any presentation materials to Director Media Equipment at least 2 days before GMs and 1 week before AGM.
- d. Provide an annual budget request for their respective areas to be discussed and voted on at the annual board budget meeting.
- e. Those with cheque signing authority, when signing a cheque, provide a challenge function to ensure the cheque is for appropriate purposes and the cheque amount and payee agree with the supporting documentation. To ensure separation of duties, do not sign for a cheque payable to yourself, unless absolutely necessary.
- f. Establish committees to support area of responsibility as needed.
- g. Order FFO pins, and be available for sales at General Meetings.

Officers – Specific Responsibilities

President

- a) Presides over all meetings of the Club.
- b) Liaises with FFI regarding all policy matters.
- c) Submits annual Club Charter Renewal to FFI and remit fees.
- d) Updates Club by-laws as required and present for approvals as specified in the by-laws.
- e) Updates Club Board of Directors Roles and Responsibilities in collaboration with Board as required.
- f) Reports to the Board on matters pertaining to FFI and its Board of Directors.
- g) Liaises with the VP Exchanges in development of FFO's requests for exchanges to FFI, appointment of EDs, etc.
- h) Prepares and presents FFO's request for exchanges to FFI in collaboration with VP Exchanges.
- i) Distribute agenda and applicable documents to membership at least five (5) days prior to the GM at and least two (2) weeks prior to the AGM.
- j) Is chief spokesperson for the Club, including media relations.
- k) Recommend a suitable 'moderator' prior to any meeting requiring a membership vote.
- l) Prepare necessary documentation package for ETs to open a bank account for their exchange.
- m) Ensures that all activities of the Club are recorded and reported on annually.
- n) Assigns duties and/or responsibilities to Board Officers as required.
- o) Bears overall responsibility for the direction and content of the FFO website.

Vice President Membership

- a) Organizes information sessions for potential and new members
- b) Recruits and Identifies mentors for each new member.
- c) Develops an Annual Recruitment Action Plan.
- d) Collaborates with VP Engagement in the planning and execution of one focused FFO membership recruitment event annually plus other events throughout the year where members are encouraged to invite friends,
- e) Reports on number of active and new members at GM and board meetings.
- f) Provides an analysis of members not renewing their membership and follow up thereafter, monitor resignations to determine reasons and identify patterns.
- g) Forwards list of new members to be received at each GM and AGM to FFO Secretary 2 days prior to each mtg.
- h) Arranges for welcoming new members, actively integrating them.
- i) Orders and purchases member badges for new members.
- j) Ensures an FFO Membership Contact List is maintained.
- k) Ensures the FFO Membership Directory is maintained, including up to date pictures and short bios.

- l) Maintains and updates Membership Manual provided to new members and provides updated electronic copy to archives.
- m) Collects annual FFO membership fees in collaboration with Treasurer.
- n) Is a member of the Vitalization Working Committee chaired by Past President.
- o) Is the Chair of the Membership Committee.

Vice President Exchanges

- a) Oversees and coordinates all exchange-related activities of the Club.
- b) Consults with the President and Board of Directors to propose EDs for exchanges.
- c) Collaborates with President to develop FFO's future exchange requests to FFI.
- d) Manages the process for oversubscribed exchanges, including payment of deposits, draw for available spaces, if necessary and management of standby and waiting lists.
- e) Liaises with FF Coordinator for Canffex and FFI to ensure undersubscribed Canadian exchanges are publicized by 100 days prior to the start of the exchange.
- f) Organizes registration process for exchanges and collect registration fees for all Outbound Exchange sign-ups.
- g) Maintains list of potential future exchanges, as offered by other Clubs and expressions of interest by Ottawa members and contacts.
- h) Organizes and delivers Training Sessions for Exchange Directors and Exchange Treasurers. Invites resource persons for Training Sessions.
- i) Ensures up-to-date Exchange Director and Exchange Treasurer Guidelines and related Exchange Forms are available for Inbound and Outbound exchanges. Coordinates related training activities (Exchange evaluations, Oral presentations, etc.).
- j) Collects statistics regarding exchanges (cancelled, oversubscribed, undersubscribed) and provides to board.
- k) Collects statistics regarding members' and new members' FFO exchange participation in collaboration with VP Membership and Director of Membership Engagement.
- l) Ensures forwarding of information regarding exchanges to Club Archivist.
- m) Reviews EDs Reports of Exchanges with board, bringing to the board's attention any issue that is of concern
- n) Follows up on any outstanding issues
- o) Ensures completion of Inbound Exchanges Activity reports

Vice President Communications & Support

- a) Develops, implements and maintains a basic computerized information system (inventory) that itemizes members' interests/abilities.
- b) Monitors postings and Club Calendar on FFO Website for accuracy and completeness. Provides content for FFO website. Ensures Webmaster is provided with the necessary information to maintain and update the FFO website. Ensures standardization of message posted on FFO Website.
- c) Collects and records "success stories" (vignettes) based on experiences during exchanges to be used in promotional materials, and where appropriate, forwards to VP Exchanges and to President who will give to webmaster for posting.
- d) Researches communication and marketing strategies / vehicles designed to promote and attract members (retention and recruitment).
- e) Is a member of the Membership Committee
- f) Collaborates with VP Exchanges, in the collection and analysis of membership exchange activities. Reports the results to the board and membership.

Vice President Engagement

- a) Provides liaison between Board and Activity Coordinators (i.e. Dinner, Bridge, Walking, Golf, Art Appreciation, and Friendly Wanderers).
- b) Develops and presents to the Board, initiatives that encourage member participation, new member engagement and generally a better sharing of fun.
- c) Collaborates with VP Membership in the planning and execution of one focused FFO membership recruitment event annually plus other events throughout the year where members are encouraged to invite friends.

- d) Establishes Committees to assume responsibility for events such as World Friendship Day, Christmas Party.
- e) Provides to the President on a regular basis an assessment of changes in club membership's satisfaction, interests and issues. Provide a brief annual report on these topics to the Board.

Secretary

a) Board Meetings:

- 1) Takes minutes at Board meetings.
- 2) Maintains a list of Action Items arising from Board Meetings, recording "Completed", "In Progress", "Incomplete" or "Not started" items. 'Bring forward' items to be added to next meeting agenda. Leads a review of Action Items at each meeting
- 3) Prepares and distributes draft minutes to Board members for comments. Includes board member reports as attachments with minutes.
- 4) Prepare and distributes draft Record of Decisions to Board members for review. Once the draft Record of Decisions are reviewed/revise, submits to the President who will direct to the Webmaster for posting on the FFO Website.
- 5) Distributes draft agenda, past meeting minutes and other documents as requested by president to Board members 5 days prior to board meetings; requests identification of items to be added to the agenda.
- 6) Leads a review of previous board meeting minutes draft at each meeting. Makes revisions as required and distributes final approved minutes.
- 7) Retains records of monthly agendas, minutes and reports for all Board meetings and saves in secure electronic format for 7 years.
- 8) Provides electronic copy of final version of minutes to archives.
- 9) Ensures availability of venues for Board meetings.

b) General Meetings and Annual General Meeting:

- 1) Prepare and distribute the upcoming GM/AGM agenda to Board members at least 5 days prior to board meetings immediately preceding the GM/AGM. Amend GM/AGM agenda as required and forward to President for distribution to members.
- 2) Takes minutes of the meetings as per established protocols and guidelines.
- 3) Circulates the attendance sheet – invites new members and guests to identify themselves on the attendance sheet. Keeps a record of new members and guests attending each meeting.
- 4) Prepare and distributes previous draft GM/AGM minutes to Board members for review. Once the draft minutes are reviewed/revise, submits to the President who will direct to the Webmaster for posting on the FFO Website. Once approved by membership at the next GM/AGM, sends Final minutes to President for posting by webmaster to replace draft.
- 5) Ensures availability of venues for all meetings.
- 6) Ensures availability of the Suggestion Box at General Meetings. Retains records of agendas, minutes and reports for all meetings.
- 7) Prints and brings a hard copy of latest Capital Connections newsletter to display at GMs and AGMs for the benefit of new members and guests.

Treasurer

- a) Maintains an account of the Club's financial position.
- b) Establishes and monitors banking and accounting practices for Club.
- c) Collaborates with VP membership in the billing and collection of membership fees.
- d) Monitors Club expenditures.
- e) Prepares the fiscal year actual expenditures and financial status along with a budget forecast for review by the Board, and presents the report at the AGM for approval.
- f) Makes recommendations to the Board for maintaining the financial health of the club.
- g) Maintains the Guide for Inbound and Outbound Exchange Treasurers.
- h) Participates in Training Sessions for Exchange Directors and Treasurers.
- i) Acts as the responsibility center for all matters pertaining to the Club's liability insurance.

Immediate Past President

- a) Chairs the Nominating Committee to nominate candidates for next year's Board.
- b) Works with the President to fill any positions that may become vacant during a term of office.
- c) Chairs the FFO Vitalization Committee.
- d) Acts as a support and mentor for the incumbent president.
- e) May attend all board meetings with voting privileges for the first year in the position of past president.

Immediate Past VP Exchanges

- a) May attend all board meetings with voting privileges for one year in the position of past VP Exchanges.

Past Board Member

- a) Mentors the new board member.
- b) Replaces the new board member at meetings where the new person cannot attend.
- * Past board member responsibilities end at the earlier of either of the following:
 - i. at the end of 6 months; or
 - ii. when the mentor and new person mutually agree to end the position.

Non-Board Club Support

Archives Manager

- a) Organizes, catalogs and maintains the Club's Archives.
- b) Keeps a catalog of archived materials.
- c) Holds the electronic copy of past records, manuals, etc.
- d) Keeps current and past two versions of archived material on separate medium (memory sticks).
- e) Provides a copy of the current version of archived material to the Media Equipment Manager for off-site storage.
- f) Reports any issues to the Board via the Secretary.

Assets Manager

- a) Keeps a loan record of Club assets and updates as required, the 'in and out' log of Club materials.
- b) Holds club assets (flags, stands, banners, brochures, etc.).
- c) Keeps an up-to-date list of assets on the FFO Website.
- d) Keeps an inventory of major assets, including model and serial number.
- e) Makes recommendations to the Board regarding new Club assets or materials recommended by members.
- f) Provides archives with list of current assets and the inventory of major assets.
- g) Reports to the Board via the Secretary any addition/ proposed deletions of Club assets.

Media Equipment Manager

- a) Maintains the functionality and usability of the computer software, hardware and AV equipment.
- b) Delivers, sets up and operates the sound system, AV equipment, laptop and other electronic equipment at all Club meetings.
- c) Receives, loads, tests beforehand and shows at GM's, the visuals associated with presentations.
- d) Ensures availability of AV equipment for other FFO activities and arranges for an operator as back-up when needed.
- e) Acts as custodian of the sound system, AV equipment, laptop and other electronic equipment.
- f) Acts as custodian of off-site electronic archives storage.
- g) Maintains a back-up of the computer image and all data loaded for GM presentations.
- h) Keeps an equipment loan record and holds the past records of equipment loans.
- i) Plans and delivers training to members who will be back-up and for those who wish to use FFO equipment.
- j) Keeps a record of trained media operators.

- k) Makes recommendations to the board regarding audio-visual and computer-related software and equipment purchases.
- l) Reports any issues to the Board via the VP Communications & Support.
- m) Provides a tutorial or document on the set up/use of the computer/AV equipment for enabling remote attendance at Board or exchange meetings, i.e., using Skype or TeamViewer.

Capital Connections Editor

- a) Receives and, where necessary, edits all articles for Capital Connections.
- b) Notifies and reminds contributors of deadlines for Capital Connections information.
- c) Keeps to publication frequency of 4/yr. in advance of each GM or as directed by the President.
- d) Discusses and agrees upon publication timelines/deadlines with the President.
- e) Distributes draft copy to all contributors for approval.
- f) Provides final draft copy to the President for review and approval at least 3 days prior to publication deadline.
- g) Provides final copy in pdf and MS Word formats to Archives Manager and President.

FFO Webmaster

- a) Operational management, maintenance, and updating of the FFO website including:
 - 1) Web design;
 - 2) Web administration;
 - 3) Web hosting and associated costs;
 - 4) Regular site maintenance and fixes;
 - 5) Content input;
 - 6) Security; and
 - 7) Statistics.
- b) Liaise with VP Communications & Support and the President re: issues and concerns.

Reviewer of Finances

- a) In accordance with the FFO Financial Policy and Procedures/Financial Review Guidelines, reviews:
 - 1) financial documents and processes;
 - 2) Income and receipts;
 - 3) Disbursements;
 - 4) Financial control system; and
 - 5) Reporting systems to ensure adequate provision of information for responsible decisions.
- b) Submits a reviewer's report to the President and the Treasurer for presentation at a GM.

Meeting Refreshments Volunteer(s)

- a) Ensures refreshments are available for all club general meetings and supplies receipts for expenses to Club Treasurer for reimbursement.

Social Activity Coordinators

- a) Coordinates a specific social activity (Dinner Club, Bridge Club, Walking Group, Friendly Wanderers, Art Appreciation Group, Annual Potluck, Annual Golf Day).
- b) Notifies interested participants concerning activity schedule, sign-ups, changes, etc.
- c) Prepares reports as requested by Club Newsletter Editor.

New Member Mentor

- a) Keeps contact with the new member for at least one year.
- b) Calls new member occasionally.
- c) Reminds them of meetings and meets them there.
- d) Encourages them to get involved with exchanges, go to special events i.e. potluck supper, walking group or whatever group interests them. Offers to accompany them there.
- e) Encourages new members to get involved right after joining as it gives them a chance to meet new people and get a feel for what we are all about.
- f) Encourages joining an inbound exchange planning committee; contacts Inbound EDs and suggests they invite the new member to join the committee.

- g) Encourages new member to register for an outbound exchange as soon as possible.

Committee Members

Membership Committee

The membership committee is composed of 3 members at large chosen by the VP Membership (Chair). Each member:

- a) Supports the VP Membership in decisions, plans and preparation of documents as they specifically relate to Club membership.
- b) Attends all Membership Committee meetings as called by the VP Membership (Chair).

Nominations Committee

The nomination committee is composed of the immediate Past President (Chair) and three or more Club members who are not Officers or candidates for an elected office in the Club. Each member:

- a) Assists the Past President in the selection of nominees for all vacant board positions.
- b) Performs duties as requested by the Chair.

Vitalization Working Committee

The Vitalization Working Committee is composed of the immediate Past President (Chair), the VP Membership, a member of 5 or more years and a new member. Each member:

- a) Participates in conducting an annual workshop for new members where concerns, questions and Club participation will be discussed and opportunities for participation will be identified.
- b) Collaborates with other committee members in identifying issues and preparing findings and recommendations (Vitalization Action Plan) for presentation to the Board.

Exchanges

Exchange Director

- a) Exercises overall responsibility for the exchange using either the Inbound or the Outbound Exchange Directors guidelines
- b) Leads the exchange planning committee.
- c) Communicates with the FFI Program Manager, FFO VP Exchanges and host/ambassador ED.
- d) Liaises with hosts/ambassadors during the exchange.
- e) Completes the ED report and program activity templates at the end of exchange.
- f) Gives an overview to the membership at the next GM using *Guidelines for Oral Presentations*.

Exchange Treasurer

- a) Collaborates with the ED and exchange committee members to plan the exchange.
- b) Completes the Financial planning and budgeting for the exchange.
- c) Does the exchange banking and book keeping.
- d) Completes the exchange financial report.
- e) Submits the exchange financial report to the Club Treasurer.