

Roles and responsibilities – Officers’ and Directors’ positions

President

The President manages the long-range planning process, leads and inspires the board and facilitates the regular review of the board’s short and long-range plans.

1. The President will organize and arrange board.
2. With respect to meetings, the President will:
 - a. act as Chairperson of a meeting. In the event of a tie vote, the Chairperson will cast the tie-breaking vote.
 - b. prepare a draft agenda prior to the meeting and circulate it to Board members for feedback.
 - c. determine if there will be quorum at a meeting and if necessary reschedule.
 - d. be aware of any “unfinished business” (consult with secretary and subcommittees)
 - e. run meetings according to Robert’s Rules of Order.
3. The President will manage the decision making process of the people on the Board.
4. The President may move and/or second motions and resolutions of the Society.
5. The President will welcome new members to the continuing education course and introduce them to the Member Liaison.
6. The President will serve as signatory with the Treasurer.
7. The President will report to the membership about decisions made by the Board either by speaking at a rehearsal or through a written report.
8. The President will run the AGM of the Society with the Nominating Chair.
9. The President will make a yearly verbal and written report at the Society’s AGM.
10. The President will arrange a strategic planning meeting of the Board of Directors to evaluate and update the five-year plan of the Society at least once each year.

Vice-President

1. will learn the duties of the President to be able to fulfill the role in the event of the President’s absence.
2. will serve as a signatory with the Treasurer

Past President

1. will provide advice and continuity as a non-voting member of the Board.

Treasurer will:

1. will be responsible for processing payments and collecting receivables on behalf of the Society.
2. will maintain an accurate record of the Society’s revenue and expenses.
3. will serve as signatory with the President.
4. will prepare an annual financial report for audit and submission to Victoria in compliance with the Societies Act (in conjunction with the President).
5. will dispose of old financial documents only with the approval of the Board.
6. will sit on the Finance Committee.
7. will present the annual financial statements to the Society at the AGM.

Secretary:

1. will take and prepare Minutes, recording all discussions and decisions of the Board.
2. will have the President review the Minutes before distributing them to Board members.
3. will keep an accurate file of Minutes available for reference at all times.
4. will maintain all official documents created or received on behalf of the Board and forward all such materials to the incoming Secretary.
5. will send documents on behalf of the Board as needed to complete Board actions.
6. will dispose of old Board documents with the approval of the Board.
7. will maintain a copy of the By-laws and Constitution on file for reference at all times.
8. will act as a signatory with the President, Vice-President and Treasurer.
9. will notify Society members and the Directors, as needed, of upcoming meetings of the Board and/or Society.
10. will have interested students of the Continuing Education course complete a Society membership application form and keep such form on file.
11. will maintain and distribute a current Society members' phone list to the band members and a current Society members' email list to the President.

Members-at-Large (Directors not in Officers' roles)

1. will attend all board meetings.
2. may be called upon to serve on sub-committees or ad hoc committees within the Society.