



## Call for Nominations of PANBC 2017/2018 ROLES & RESPONSIBILITIES OF THE EXECUTIVE BOARD

Deadline for Form Submission November 30<sup>th</sup>, 2016

### **PRESIDENT (two-year term)**

As the Chief Officer of the Corporation, the President shall:

- contribute to the vision and direction of the Corporation
- be accountable to the membership for furthering the goals of the Corporation
- assume the role of the Chair of the Executive Committee
- be responsible to the Board of Directors
- act as a mentor for the President-Elect
- when present preside at all meetings of the members of the Corporation and of the Board of Directors
- be charged with the general and supervision of the affairs and operations of the Corporation
- the President, or his/her delegate and one Officer of the Corporation, shall sign all by-laws, cheques and all other documents related to the business of the Corporation as required
- represent the opinions and views of the Association to the public or media as required
- assist in preparing an annual operating budget to be presented to the Board of Directors
- assist the Board of Directors in establishing and maintaining an ongoing strategic plan with defined goals and objectives and operational strategies
- act as a liaison between the regions and the Executive Committee as required
- schedule all regular meetings of the Corporation
- prepare a Presidential message for all issues of the newsletter
- attend Board of Directors, Executive Committee and Annual General Meetings
- assume other duties as requested by the Board of Directors
- follow the PANBC Conflict of Interest Guidelines
- assume the role of Immediate Past President upon completion of his/her term as President
- be an ex-officio member of all PANBC committees except the Nomination Committee
- will be the NAPANC liaison unless delegated by the President
- must be an active member of PANBC

### **PRESIDENT-ELECT (one-year term)**

becomes president automatically after the one-year term as president-elect

- fulfills the responsibilities of the president if the president is absent, and assumes the presidency if the elected president is unable to complete a full term of office
- oversees the board's planning and evaluation process; and
- is a member of the board of directors of PANBC
- must be an active member of PANBC

### **SECRETARY (one-year term)**

- attend all meetings of the Officers of the Corporation and/or Board of Directors and record all facts and minutes of all proceedings in the books for that purpose
- give all notices required to be given to members and to Officers

- have experience in taking and producing minutes, have computer skill/literacy and access to email
- keep or cause to be kept a list of all members of the Corporation and call the role when required
- be a custodian of the Seal of the Corporation and of all books, papers, records, correspondence, contracts and other documents belonging to the Corporation which he/she shall deliver up only when authorized by a resolution of the Board of Directors of the Corporation to do so and to such person or persons as may be named in the resolution
- perform such other duties as may from time to time be determined by the Board of Directors
- must be an active member of PANBC

**SECRETARY-ELECT (one-year term)**

- becomes secretary automatically after the one-year term as secretary-elect: the elected secretary is unable to complete a full term of office;
- oversees the board's planning and evaluation process; and
- is a non-voting member of the board of directors of PANBC
- must be an active member of PANBC

**TREASURER/REGISTRAR (one-year term)**

- have experience with bookkeeping or accounting, have computer skills/literacy and have access to email
- keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account
- deposit all monies or other valuable effects in name and to the credit of the Corporation in such bank or banks as may from time to time be designated by the Board of Directors
- disperse the funds of the Corporation under the direction of the Board of Directors, taking proper vouchers thereof
- render to the Board of Directors at regular meetings thereof or whenever required of him/her an account of all of his/her transactions as Treasurer, and of the financial position of the Corporation
- prepare and present an annual operating budget to the Board of Directors
- be one of the signing officers of the Corporation
- perform such other duties as may from time to time be determined by the Board of Directors
- propose the name of an auditor to members at the annual general meeting
- report all delinquencies, within forty-eight hours, to the PANBC President
- Treasurer is also the Registrar of memberships
- must be an active member of PANBC

**TREASURER/REGISTRAR-ELECT (one-year term)**

- becomes treasurer automatically after the one-year term as treasurer-elect:
- fulfills the responsibilities of the treasurer if the treasurer is absent, and assumes the role of the treasurer if the elected treasurer is unable to complete a full term of office;
- oversees the board's planning and evaluation process; and
- is a non-voting member of the board of directors of PANBC
- must be an active member of PANBC

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