



## **POLICIES AND PROCEDURES**

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### **Policy 13.1 RESPONSIBILITIES OF ELECTED DIRECTORS**

**Bylaw reference: 10; 11; 12; 13; 14; 15**

**Regulation reference: 4**

**Procedure reference:**

**Other reference: Society Act Part 3**

#### **A. GENERAL**

1. Subject to the Society Act and the Club Bylaws, elected Directors share equally in the responsibility to govern the Club and to participate fully in the actions and decisions of the Board in exercising the powers of the Club.
2. Irrespective of the Duties of Officers, as set out in the Club Bylaws, individual Director act with delegated authority of the Board and each Director is accountable to the Board accordingly.

#### **B. SPECIFICALLY, each Director shall:**

1. Be familiar with Club Bylaws and Regulations and with Board Policies, observing and enforcing them as appropriate;
2. Carry out delegated responsibilities, as provided in Bylaw 13, job description Policies, and as assigned from time to time by the Board;
3. Establish a standing committee of members to advise and assist within his or her respective area of responsibility,
4. Administer Board-appointed positions of responsibility, as provided in Board Policy, including nomination of appointees and oversight of the positions;
5. Participate in regular and special Board meetings, in person or via an electronic communication medium;
6. Provide a written report to the membership for publication in the monthly newsletter; an oral report at general meetings of the membership; and an annual report for publication in the Yearbook;
7. Provide a report to the Board at regular Board meetings;
8. Provide an annual report to the incoming Board that documents main activities, accomplishments and issues addressed, as well as outstanding issues and unfinished business to be addressed in the following year;

9. Engage his/her successor in a handover of responsibilities, including a detailed briefing on outstanding issues and unfinished business to be addressed in the following year and transfer of files, written or electronic, that have been purged of all past-dated and irrelevant records; and
10. Draft an annual budget for his/her area(s) of responsibility, for inclusion in the Board's proposed budget at the AGM and administer designated portions of the approved budget(s).

Date adopted by the Board of Directors: January 8, 2013

Date of review/revision \_\_\_\_\_