

ENC Roles and Responsibilities adopted Oct 2014

President

It is the duty of the President to:

- Provide leadership to the Board
- Set Board meeting agendas in consultation with the Executive and other Board members
- Chair Board meetings and encourage participation
- Ensure Executive members and other Board members receive the materials they need to do their job, including meeting dates, agendas, reports and minutes in a timely manner
- Chair meetings of the membership, such as the Annual General Meeting and any special meetings
- Sit in an ex-officio capacity on all committees
- Recognize Executive and other Board members for their work
- Provide an annual report at the AGM
- Provide a written report to be included in our magazine The Parkland Naturalist
- Act as one of the signing authorities on behalf of the organization

Executive Members (Elected Officials)

(President, Past President, Recording Secretary, Membership Secretary, Treasurer, 4 Executive Directors)

Executive members are expected to:

- Attend regular Board and committee meetings and any special meetings
(advise the president if not able to attend)
- Keep informed about developments and issues relevant to Board operations
- Participate on committees as requested
- Review and be informed on financial and budget matters
- Answer direct emails in a timely manner *(please advise the pres. if you are away for an extended period)*
- Promptly make and report club deposits to the Treasurer
- Provide details on costs incurred to the Treasurer using the approved claim form

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Appointed Committee Chairpersons* and other Appointed Board Members*

Committee chairpersons and other appointed board members are expected to:

- Complete assigned tasks/projects as requested by the executive
- Prepare reports upon request by the president (a short written report prior to a meeting is helpful)
- Answer direct emails in a timely manner (*please advise pres. if you're away for an extended period*)
- Maintain an open dialog with the executive on your project activities/challenges
- Make your own decision regarding meeting attendance and involvement in board discussions/votes
- Promptly make and report club deposits to the Treasurer
- Provide details on costs incurred to the Treasurer using the approved claim form

*ENC bylaws state that these Board members are ex-officio members of the executive.

FOR CLARIFICATION:

ENC Bylaws

5.7 Each year the Executive shall appoint standing committees to be advisory to the Executive and to assist in carrying out the business of the club. The chairman of each standing committee shall be an ex-officio member of the Executive, and shall be responsible to the Executive for the action of his committee.

5.8 The Executive may also appoint other club members to necessary club positions or appoint other committees as it sees fit. All these members are eligible to vote and attend Executive meetings.

Parliamentary procedure definition:

*“ex-officio members may have expertise or hold positions of influence important to the organization. By definition these members, **when present**, are allowed to bring recommendations discuss issues and vote on them. Frequently, ex officio members will abstain from voting, but unless by-laws constrain their rights, they are afforded the same rights as other members, including debate, making formal motions, and voting.”*

Board Communications

Preferred email protocol for all Board Members

Please use the provided group email address for all “**entire board**” messages so that everyone gets the necessary information, “your voice is heard” and any motions or votes can be recorded. If you reply to a group email it goes to the whole board, not just the original author. Discussions and votes work best when kept on the initial email thread however, if you are starting a new topic please start a new email.

For more specific communications directed to one or two individuals it is preferable to contact those members using their personal email address rather than the group address.