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## **Position Title: Calgary Chapter Director (2 Year Term)**

### **Position Description:**

The Board of Directors has overall responsibility to manage the affairs of the association and apply the By-laws.

As a Chapter Director, you are now involved in the business of running the association.

The Board ensures that all CSC sponsored or supported activities are consistent with the association's mission.

The Board sets policy; approves the use of the CSC name and logo; monitors the activities of the committees, task forces, interacts with other organizations; and approves an annual budget and allocates both financial and staff resources.

The responsibilities of an individual Director are listed in detail in the Administrative Manual.

### **Responsibilities:**

- 1) Attend
  - a) Chapter Executive Meetings
  - b) Chapter Meetings
- 2) Support and Ensure the Calgary Chapter Executive at all times:
  - a) with guidance on all activities listed in the Lloyd Boddy Award Criteria
  - b) with guidance on CSC's Strategic Plan.
- 3) Act as a Liaison between the Association Board of Directors and Chapter Membership
- 4) Attend all Board meetings and be prepared to deal with the business of the Board.
- 5) Govern and administer the Constitution By-laws, and policies of the Corporation.
- 6) Actively and conscientiously participate in the business and affairs of the Board.
- 7) Report to the Corporation and Board all matters of importance arising at the Chapter level.
- 8) Provide timely input and advice on issues, proposals and activities brought to and developed by, the Board.
- 9) Participate on CSC committees and subcommittees.
- 10) Effectively transmit and promote Corporation plans, programs and policies to the Chapter membership by:
  - a) The chapter "*Specifier*", summarizing each Board Meeting.
  - b) Report to the Chapter Executive at a Chapter Executive meeting

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**Prior to the Board meeting**, you will receive a "Board Package" including all the Director's reports, meeting agendas and Executive Council reports. Your report to the Board of Directors must be submitted by the deadline established by the Executive Director for it to be included in this package. This gives all the Board members time to read the reports ahead of the meeting. Reports brought to and distributed at the meeting are often not read.

As a Director, you have specific duties relating to preparation for the Board of Directors meetings. Although they are listed in Chapter 4 of the Administrative Manual, the main duties are repeated here in abbreviated form.

- 1) Submit a written report to the Board of Directors before each meeting of the Board within the time frame provided to you by the Executive Director. It should also be noted that your ability to get your reports to the Board on time affects your chapter's chances of winning the Lloyd Boddy Award.
- 2) Prepare the report in accordance with the DIRECTORS' REPORT GUIDE, in Chapter 4 of the Administrative Manual. Comments for each topic should be specific and concise, not too wordy, and follow the outline provided in the guide. The Executive Director will also send you a report template when requesting submission of your report.
- 3) Reports should be submitted on Chapter letterhead.
- 4) All reports submitted must include Financial Exhibits A and B.
- 5) Exhibit C "Chapter Awards Data Sheet", for the previous calendar year, is submitted in the March (spring) meeting report only.
- 6) Information pertaining to nominations, identifying the nominations officers and schedule for election of Chapter Executive as a minimum, is submitted in the March (spring) report only.
- 7) Copies of Exhibits "A", "B", "C", "D" and "E" are included in Appendix C of this document. An electronic copy in Microsoft Word can be obtained from the association office.
- 8) Read the entire "Board Package" received from the association office, including previous meeting minutes, before the Board meetings.

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### **Following the Board meeting,**

Directors are required to report meeting activities to their Chapter membership in the form of a "Director's Report".

This is the most effective way of keeping the membership abreast of what is happening at the national level. Directors are encouraged to keep this in mind as they go through the Board meeting process. Judiciously made notations during the meeting can lighten the load considerably when composing the report for your chapter.

### **Meeting Attendance**

A Board of Directors meeting is held twice a year, usually in early March and early October. The association office will send you a notification in advance of each meeting, when to make travel arrangements, and when you are expected to arrive. Travel arrangements should be made with the travel agent listed in this notification package. Arrival dates depend on the location of your chapter and may require you to arrive the evening before the meeting. CSC pays for travel, accommodation and meals which you incur because of the Board meeting.

A Director must be acquainted with all aspects of the organization and has a duty to stay informed of all events that transpire at meetings. Although this can be accomplished by reading minutes and financial statements, not attending meetings creates a lack of continuity and communication.

Directors are strongly encouraged to make every effort to attend each meeting.

In the event, that you cannot attend a meeting, contact the association office for approval of a replacement