

Bursary Society CFUW Sunshine Coast

Women helping women since 1990

Role Descriptions Bursary Society Board of Directors

Board members shall act as ambassadors for the Bursary program.

The Board of Directors is responsible for the administration of the Society's affairs in fulfilling its Purpose as stated in the Constitution.

The Board has full authority to award bursaries and is responsible to ensure their delivery in an accountable, transparent and ethical manner.

Board members shall be familiar with Board policies, protocols and by-laws. The Board may, from time to time, change its policies and procedures for the awarding of Bursaries, so long as they do not contradict the Society Constitution and Bylaws.

Board members shall at all times exercise their offices and fulfill their responsibilities in good faith and with due diligence, in a reasonable manner, and in the best interests of the Society.

Board members shall respect and support the Society's Constitution and By-Laws, keep confidential all matters determined by the Board to be confidential, and immediately declare any personal, actual or perceived conflict of interest.

Enjoy your position and if you need help on any item please reach out

Approval by:

Board of Directors

Written by Ellen Heale

Dated: January 17, 2020

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Title

President¹

Purpose

To provide leadership and direction to the Bursary Society. To create a supportive and positive atmosphere to assist Board members in executing their duties, meet members expectations (within reason) and to ensure that the Bursary Society continues to prosper.

Key Responsibilities

- Preside over the Bursary Society's meetings
- In consultation with the Board, develop and distribute agendas for Bursary Board, Annual General, and Special meetings
- Chair meetings; if unavailable ensure a chair is delegated
- A signing officer for the Bursary Society
- A voting member of the CFUW-SC Board of Directors
- Act as spokesperson for the Society, and ensure appropriate and timely communication to the members, to the Club Board of Directors, and to the public.
- Write an annual Bursary Society report for the Annual General Meeting
- Write the Bursary President's Message for the monthly CFUW-SC Club Newsletter
- Ensure the Bursary Society gmail distribution list (for Board members and Fundraising) is maintained current
- Maintain a current listing of 'Friends of the Bursary Society' and provide relevant information to the Webmaster
- Develop and work towards achieving strategic plan goals
- Make recommendations for the future
- Direct successor to role information and responsibilities
- Ensure all Board positions have current role descriptions
- This may be a shared position

Notes

¹ If for any reason you are unable to complete any of your responsibilities you must advise the Vice-President who will arrange for assistance

Title**Vice-President²****Purpose**

To support and learn from the President.

Key Responsibilities

- Chair the Bursary Board and other meetings in the absence of the President
- Assume the presidency in the event of resignation or long-term illness of the President
- Take on other specific tasks, from time to time, as requested by the President
- Work towards achieving strategic plan goals
- Make recommendations for the future
- Assist successor to role information and responsibilities
- This may be a shared position

Notes

² If for any reason you are unable to complete any of your responsibilities you must advise the President who will arrange for assistance

Title**Past-President³****Purpose**

To support the Board of Directors.

Key Responsibilities

- Be available to advise and support the Board
- Take on other specific tasks, from time to time, as requested by the President
- Work towards achieving strategic plan goals
- Make recommendations for the future
- Assist successor to role information and responsibilities

Notes

³ If for any reason you are unable to complete any of your responsibilities you must advise the President who will arrange for assistance

Title**Treasurer⁴****Purpose**

To manage and account for Bursary Society funds.

Key Responsibilities

Doing, or making the necessary arrangements, for the following:

- Receive and deposit monies collected from all sources and pay expenses, as authorized
- Keep accurate and complete records of the Society's financial transactions
- Updating signing officers at the Credit Union in June
- Prepare a draft budget for the Society's fiscal year, in conjunction with the Board
- Prepare and present the Society's financial statements, at Board meetings
- Make the Society's filings respecting taxes and its charitable status
- Issue charitable receipts for funds received over CDN\$20.
- Act as a signing officer
- Make recommendations for investments and present to the Board
- Provide records to the qualified person who is a non-member, who shall review the financial records of the Society, and provide a report to the Board.
- Work towards achieving strategic plan goals
- Make recommendations for the future
- Assist successor to role information and responsibilities
- This may be a shared position

Notes

⁴ If for any reason you are unable to complete any of your responsibilities you must advise the President who will arrange for assistance

Title**Secretary⁵****Purpose**

To take minutes and distribute as defined

Key Responsibilities

- Take minutes of the Board and other Meetings
- Send draft minutes to the President for review and comment
- Once the meeting minutes have been approved, they are distributed by the Secretary to the Board
- Minutes are submitted electronically to the webmaster for filing under 'Administration'
- A hard copy of meeting minutes is printed out and filed. At year-end the folder is submitted to the Sechelt Public Library Archivist. Note documents are not to be stapled
- Issue notices of general and special meetings
- File the Annual Report of the Society and making any other filings with BC Societies, as may be required under the Act.
- Work towards achieving strategic plan goals
- Make recommendations for the future
- Assist successor to role information and responsibilities
- This may be a shared position

Notes

⁵ If for any reason you are unable to complete any of your responsibilities you must advise the President who will arrange for assistance

Title

Members-at-Large⁶

Purpose

To support the work of the Bursary Society

Key Responsibilities

- Take on specific tasks from time to time, as requested by the President
- Consider the sustainability of the Bursary Society including filling of vacant and upcoming vacant positions on the Board of Directors
- Work towards achieving strategic plan goals
- Make recommendations for the future
- Assist successors to role information and responsibilities
- This may be a shared position

Notes

⁶ If for any reason you are unable to complete any of your responsibilities you must advise the President who will arrange for assistance