

**1.7 BOARD MEMBER JOB DESCRIPTIONS****INTENT:**

**The Board of Directors are the decision makers of LICA, assuming responsibility for the administration of the organization, and its assets, liabilities, contracts, bylaws, and policies.**

**1.7.1 DIRECTIVES:**

- 1.7.1.1** The Chair, Vice-Chair, and Secretary-Treasurer each have specific responsibilities and are the Officers of LICA.
- 1.7.1.2** The Officers will be elected from among the LICA Board of Directors within 14 days of each Annual General Meeting.
- 1.7.1.3** Officers will be accessible to the Executive Director, Directors, and the general membership of LICA.
- 1.7.1.4** All Board Directors will:
  - 1.7.1.4.1** Participate in the formation of LICA’s strategic plan, bylaws, and policies.
  - 1.7.1.4.2** Attend Board meetings and participate in committees, as requested by the Board.
  - 1.7.1.4.3** Commit to the Vision, Mission, Values, and Strategic Plan of LICA.
  - 1.7.1.4.4** Contribute constructively to Board discussions.
  - 1.7.1.4.5** Speak with one voice—Board members may debate alternatives in the Boardroom; however, once a decision has been made, whether or not an individual Board Member is in agreement, they should respect consensus and not speak against the Board decision.
  - 1.7.1.4.6** Operate within LICA Bylaws, policies, and organizational structure, as well as the adopted consensus decision-making process and rules of order, so that any decision of the Board may be made in an efficient, knowledgeable, and timely fashion.

**1.7.2 IMPLEMENTATION:****1.7.2.1 Chair**

- 1.7.2.1.1** Presides at Board meetings.
- 1.7.2.1.2** Provides leadership to the Board in governing and supporting LICA, facilitating the work of the Board as a whole rather than acting as an individual.
- 1.7.2.1.3** Works closely with the Executive Director to ensure effective operation.
- 1.7.2.1.4** Acts as the official spokesperson of LICA to stakeholders, the media, and the community; represents LICA in the community (or as delegated)

Review Dates: Aug 2004, Sep 2006, May 2008; June 12, 2017; April 16, 2018, February 1, 2022

Approval Dates: Nov 29<sup>th</sup>, 2001; Sep 27, 2006; May 08, 2008; September 7, 2017; May 10, 2018; February 24, 2022

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- 1.7.2.1.5 Develops agendas for Board meetings with the Executive Director and/or Officers.
- 1.7.2.1.6 May make recommendations to the Board regarding committees to be established; seeks volunteers for committees/coordinates individual Board member assignments; ensures each committee has a Chair; stays in touch with committee Chairs to be sure that their work is carried out; identifies committee recommendations that should be presented to the Board; determines whether Officers' meetings are necessary and convenes the Officers accordingly.
- 1.7.2.1.7 Establishes or delegates a committee for hiring an Executive Director and program managers; convenes Board discussions on the evaluation and negotiating a compensation and benefits package.
- 1.7.2.1.8 Ensures that Board matters are handled properly, including preparation of pre-meeting materials, committee functioning, and recruitment and orientation of new Board members.

#### **1.7.2.2 Vice-Chair**

- 1.7.2.2.1 Acts as Chair in the absence of the Chair; assists the Chair as required.
- 1.7.2.2.2 May be assigned a special area of responsibility, such as membership, media, orientation, or personnel.

#### **1.7.2.3 Secretary-Treasurer**

- 1.7.2.3.1 Acts as Chair in the absence of the Chair and Vice Chair; assists the Chair as required.
- 1.7.2.3.2 Manages the Board's review of, and action related to, the Board's financial responsibilities; works with the Executive Director in developing, implementing, and evaluating financial procedures and systems.
- 1.7.2.3.3 Ensures appropriate financial reports are made available to the Board.
- 1.7.2.3.4 Ensures that a year-end audit or review is conducted in agreement with LICA Bylaws.
- 1.7.2.3.5 Presents audit or review and financial report at the Annual General Meeting.

#### **1.7.2.4 Officers**

- 1.7.2.4.1 Provide consultative support to the Executive Director.
- 1.7.2.4.2 The Officers will have access to the resources of the LICA office.
- 1.7.2.4.3 The Board will be provided with a report of the Officers' meeting(s).

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