



## GET ON BOARD ...

As a card - carrying member of the Rutland Park Community Association (got your 2011 – 2012 membership yet?), all residents of Rutland Park, Lincoln Park and Currie Barracks are invited to let their name stand or nominate others for positions on the Community Association board.

## ALL ARE WELCOME!

### GENERAL BOARD MEMBER Description

The Board of Directors is the legal authority for the Rutland Park Community Association. As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

### **Authority and Responsibility**

#### As per the Bylaws:

(3.1) The Board of Directors shall consist of a minimum of 5 and a maximum of 20 directors elected from and by the Members of the Association.

(3.2) Directors shall be elected at the annual general meeting of the Members and shall hold office for a 2 year term commencing on the date of the meeting at which they were elected. Directors shall be eligible for re-election at the second annual general meeting of Members following their election. For greater certainty, it is the intention that new directors be elected at each annual general meeting such that there exists staggered terms among the directors as a whole to allow for continuity and efficient operation of the Association.

### Requirements of Board membership include:

1. Commitment to the work of the organization.
2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy.
3. Willingness to serve on committees.
4. Attendance at monthly Board meetings.
5. Attendance at meetings of assigned committees.
6. Attendance at Annual General Meetings in November.
7. Attendance at membership meetings such as the annual Town Hall each spring.
8. Support of board hosted social events.
9. Support of, and participation in, fundraising events such as Casinos.

### **Term**

Directors are elected by the membership at the Annual General Meeting for a two year term. Directors may be released at the end of the elected term, by resigning, or according to the bylaws.

### **General Duties**

A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.

### **A Director must:**

1. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and executive.
2. Monitor all Board policies.
3. Review the bylaws and policy manual, and recommend bylaw changes to the membership.
4. Review the Board's structure, approve changes, and prepare necessary bylaw amendments.
5. Participate in the development of the RPCA's organizational plan and annual review.
6. Approve the RPCA's annual budget.
7. Support and participate in evaluating the effectiveness of the current board.
8. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance RPCA's mission.

