



BOD Roles, Responsibilities, and Rights with the Association Policy

1 POLICY STATEMENT

1.1 This policy is intended to assist the Association to function optimally with a clear delineation between the roles and the responsibilities of the various individuals within the organization.

2 PURPOSE

2.1 This policy will:

- (a) identify certain governance and management roles;
- (b) set out the responsibilities associated with those roles that are in addition to the duties assigned in the constitution and bylaws; and
- (c) indicate the rights of the Board members which will assist them in carrying out their responsibilities.

3 SCOPE

3.1 This policy applies to those persons who hold the positions identify in the policy.

4 INTERPRETATION

4.1 The following provisions apply to the interpretation of this policy.

- (a) Schedule “A” contains definitions of terms used in this policy.
- (b) A reference to any statute, regulation or bylaw refers to that enactment as it may be amended or replaced from time to time.
- (c) The headings in this policy are for convenience only and must not be construed as defining or in any way limiting the scope or intent of this Policy.
- (d) If any part of this policy is held to be invalid by a court of competent jurisdiction, the invalid part is severed and the remainder continues to be valid.
- (e) Schedule “B” contains any forms, checklists, templates, or documents to be used in conjunction with the policy.

5 PRINCIPLES

Board’s Responsibilities

5.1 The following responsibilities are assigned to the Board;



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- (a) determine the Association's mission and purpose and ensures that the Association is operating within the mission and purpose;
- (b) select the Executive Committee;
- (c) select the CEO;
- (d) support the CEO and reviews their performance with the mission, purpose, and goals of the Association in mind;
- (e) ensure effective organizational and strategic planning and adequate resources;
- (f) protect the Association's assets;
- (g) provide proper financial oversight, which includes setting, and approving an annual budget;
- (h) manage resources effectively;
- (i) determine and monitor the Association's services and programs;
- (j) enhance the Association's public image;
- (k) adhere to legal and ethical standards and norms;
- (l) maintain accountability to the members;
- (m) assess its own performance; and
- (n) perform other duties as assigned by the membership.

President's Duties

5.2 In addition to the duties assigned in the bylaws, the following duties are assigned to the office of the President:

- (a) provide leadership to the Board;
- (b) supervise the other officers in the execution of their duties;
- (c) supervise the CEO on behalf of the Board;
- (d) build consensus and develops teamwork on the Board;
- (e) help guide and mediate Board actions with respect to Association's priorities and governance concerns;
- (f) liaise with the rest of the Board and with the CEO;



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- (g) act as a sounding board and provide advice to the CEO;
- (h) work with the CEO and the Secretary to develop the agendas for meetings;
- (i) act as the official representative of the Association, when needed; and
- (j) serve as an ex-officio member on all committees excepting the Nominating Committee.

Vice President's Duties

5.3 In addition to the duties assigned in the bylaws, the following duties are assigned to the office of the Vice President:

- (a) report to the President;
- (b) serve on the CEO;
- (c) assist the President and CEO as needed;
- (d) provides general oversight of the relationships between the assigned committees and the Board; and
- (e) perform other responsibilities as assigned by the Board.

Treasurer's Duties

5.4 In addition to the duties assigned in the bylaws, the following duties are assigned to the office of the Treasurer:

- (a) report to the President;
- (b) serve on the Executive Committee;
- (c) work with the CEO to develop high level financial policies for the Association;
- (d) help the Board fulfill its role as responsible stewards for Association's resources;
- (e) ensure that the Board review the appropriate quarterly financial statements;
- (f) ensure that the Board regularly monitors the Association's financial performance and alerts the Board to any important discrepancies between planned and actual figures;
- (g) work with the CEO and any financial committee to develop recommendations concerning financial matters; and



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(h) perform other responsibilities as assigned by the Board.

Secretary's Duties

5.5 In addition to the duties assigned in the bylaws, the following duties are assigned to the office of the Secretary:

- (a) report to the President;
- (b) serve on the Executive Committee;
- (c) work with the CEO to develop policies that pertain to the administrative matters of the Association;
- (d) be sufficiently familiar with any applicable legal documents in order to note their applicability at the meeting; and
- (e) be responsible for all minutes pertaining to all Board of Directors meetings.
- (f) perform other responsibilities as assigned by the Board.

Director's Duties

5.6 The following duties are assigned to office of Director who is not on the Executive Committee:

- (a) report to the Executive Committee;
- (b) attend board meetings and important related meetings regularly;
- (c) participate actively in committee work;
- (d) complete assignments thoroughly and on time;
- (e) support Board decisions, once made;
- (f) stay informed about Board and committee matters, prepare for meetings and review and comment on minutes and reports; and
- (g) perform other responsibilities as assigned by the Board.

Chief Executive Officer's Duties

5.7 The following duties are assigned to the office of the CEO;

- (a) report to the Board;
- (b) serve as a senior manager for the Association;



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- (c) act as a professional advisor to the Board on all aspects of the Association's activities;
- (d) identify, assess, and inform the Board of internal and external issues that affect the Association;
- (e) act as a spokesperson for the Association, when the President is not available;
- (f) represent the Association at various activities to enhance the Association's profile;
- (g) oversee the efficient and effective daily operations of the Association;
- (h) ensure ongoing service and program excellence;
- (i) ensure consistent quality of finance, administration, communications, and systems;
- (j) ensure that the Association's government tax filings and remittances are submitted on a timely basis;
- (k) ensure that excess funds and reserves are properly held and invested;
- (l) actively engage with the Board, committees, members, partnering organizations, and other persons;
- (m) draft policies, prepares procedures to implement those policies and makes recommendations as to operations and official positions for the Board's approval;
- (n) provide support to the Secretary and the Board by preparing the meeting agenda and supporting materials;
- (o) assist the Board, the Executive Committee, and the committees in fulfilling their responsibilities;
- (p) serve as a non-voting ex-officio member of each committee;
- (q) lead, coach, and develop any Association's employees; and
- (r) perform other responsibilities as assigned by the Board.

Committee Chair's Duties

5.8 The following duties are assigned to office of Committee Chair:

- (a) report to the President;



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- (b) preside at all meetings of the committee;
- (c) set the tone for the committee work;
- (d) ensure that the committee members have the information needed to do their jobs; (e) oversee the logistics of the committee's operations;
- (f) stay informed about Board matters that impact the committee;
- (g) build a collegial working relationship within the committee that contributes to consensus;
- (h) report to the Board on the committee's decisions and recommendations; (i) work closely with the CEO and other staff as assigned by the CEO;
- (j) assign work to the committee member;
- (k) work closely with the CEO to set the agenda for the committees; and
- (l) perform other responsibilities as assigned by the Board.

Committee Member's Duties

5.9 The following duties are assigned to office of Committee Member:

- (a) report to the Committee Chair;
- (b) attend committee meetings and important related meetings on a regular basis;
- (c) participate actively in committee work;
- (d) complete assignments thoroughly and on time;
- (e) stay informed about committee matters, prepare for meetings and review and comment on minutes and reports; and
- (f) perform other responsibilities assigned by the committee.

Board Member's Duties

5.10 A Board member has the following rights:

- (a) have reasonable contact with the CEO and other senior managers to discuss the Association's business;



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- (b) inspect the books and records of the Association upon request at reasonable times;
- (c) request additional information that is reasonable in scope and frequency;
- (d) review the Board minutes and any committee minutes
- (e) be informed of significant events affecting the Association in a timely manner;
- (f) be given adequate notice of Board meetings;
- (g) participate in open and informed debate among the Board with the view to making the best possible decisions;
- (h) vote against the action, if the Board member disagrees with any action the Board proposes to take; and
- (i) have the minutes record any objections made by the Board member, if the Board member so requests that the minutes reflect the objection.

6 EXCLUSIONS

[This should identify when this policy would not apply, under what conditions or circumstances, or for which group of people.]

None.

7 PROHIBITIONS

[Provide any examples of where actions are explicitly prohibited under the policy, e.g. an action related to the policy that may cause a conflict of interest or public embarrassment.]

None.

8 RELATED PROCEDURES, GUIDELINES, AND PUBLICATIONS

[If applicable, provide reference to a set of procedures or guidelines that apply to the policy. Procedures and Guidelines have detailed information about the implementation of the policy (step-by-step procedures or operational guidelines.)]

None.



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9 REFERENCES

Category	
Approved by:	November 30 th , 2017
Effective Date:	November 30 th , 2017
Amended by:	BCMSA Board of Directors
Last Review Date:	March 24 th , 2023
Legislative Authority, if applicable	



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SCHEDULE “A” DEFINITIONS

The Association is the British Columbia Municipal Safety Association.

Board is the Board of Directors for the Association.

Executive Committee is the President, Vice President, Treasurer, and Secretary of the Board.