

# Mountain View Arts Society – Duties of the Board Members

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- The Board is comprised of a minimum of five and a maximum of eight people, including the Executive (President, Vice President, Secretary, and Treasurer). Quorum: 4 Board members.
  - The fiscal year-end of the Society is December 31<sup>st</sup>.
  - The society shall hold an Annual General Meeting on or before February 28 in each year; notice shall be communicated 30 days prior to the date of the meeting.
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## **President**

- The President is an ex-officio member of all Committees. He/she presides at all meetings of the Society and of the Board. The President may not vote, except in the case of a tie.
- Meetings of the Board shall be held as often as may be required, but at least once every three months, and shall be called by the President.
- Attend all Board meetings, except in extenuating circumstances.
- Contact Secretary when it is time to call a Board or Membership meeting.
- Annual General Meeting
  - For AGM, held/remind Treasurer to get books to the auditor.
  - Find a guest speaker/entertainer for the AGM.
  - After AGM, submit report to Corporate Registries.
- Call General Membership Meetings as required (see Bylaws)
- Board Support
  - From time to time, contact each Board member to see if they need help.
  - If any committees or Executive members are late with a report, send a reminder.
- Sponsorship Acquisition (see below)
  - In the absence of a volunteer, this task falls to the President.
- Grant Applications (see below)
  - In the absence of a volunteer, this task falls to the President.
- Liaise with Town and County and community organizations
- Committee Support
  - Follow up with Committee Chairmen to make sure they have everything they need.
- Participate, with the rest of the Board members, in putting together an annual budget.

## **Vice-President**

- Attend all Board meetings, except in extenuating circumstances.
- In the absence of the President, the Vice-President acts in his/her stead, presiding at meetings of the society and of the Board. In the capacity of “acting president”, the Vice-President may not vote, except in the case of a tie.
- Participate, with the rest of the Board members, in putting together an annual budget.

## **Secretary**

- Attend all Board and General Membership meetings, and keep accurate minutes of same.
- Keep a record of all members of the Society and their contact information.
- Contact Board members for Board meetings
  - Keep a list of correspondence and items that come up throughout the months between meetings. Put them on the agenda.
  - Read previous minutes and add whatever was tabled and unfinished to the agenda.
- Contact the General Membership when meetings are called, and distribute minutes to all members in good standing.
- Corporate Registry
  - From time to time the Bylaws may have to be changed or updated. Approval of these have to be done by the General Membership at a meeting. Those are then submitted to Corporate Registries for approvals. Once approved, the Bylaws should be distributed to the members and updated on the website.
- Participate, with the rest of the Board members, in putting together an annual budget.

## **Treasurer**

- Attend all Board meetings, except in extenuating circumstances.
- Receives all monies and deposits into Society bank account(s).
- Properly account for the funds and keep the bank books.
- Present a detailed account of receipts and disbursements to the Board.
- Work with the auditor to present a statement to the General Membership at the AGM. Submit same to the Secretary for the Society files.
- Participate, with the rest of the Board members, in putting together an annual budget.

## **Directors At-Large**

- Attend all Board meetings, except in extenuating circumstances.
- When a new task comes up, (e.g. spring concert, event) consider organizing it.

## **Tasks not assigned to specific individuals include:**

- Sponsorship Acquisition
  - Sponsorship Packages need to be updated each year.
  - All need to be followed up on.
  - Make sure webmaster has an up-to-date list of sponsors.
  - List of sponsors must be distributed to any other volunteer organizing an activity that sponsors should be invited to.
- Grant Applications
  - Any final reports required by the granting body must be completed in a timely fashion.