



BOARD OF DIRECTORS

Orientation Package

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Authority & Responsibility

The Board of Directors is the entity that has legal authority over the organization, and that is responsible for the organization's highest level of decision-making. By law, the governing board has the ultimate accountability for, and authority over, the organization's resources and activities.



In collaboration with the organization's youth, volunteers and employees, the Board of Directors determines and communicates the purpose and vision of YRAP to community partners and internal members. The vision defines the boundaries within which the organization operates.

Boards are responsible for...

Purpose – determining what community need(s) the organization wishes to address and how they will fulfill it.

Progress – setting the rate at which the organization takes on activities, programs and services to fulfill its purpose.

Continuity – making sure that there are enough financial and human resources in place to guarantee the existence of the organization.

Identity – an embodiment of the organization's values and beliefs and ensuring that our services are reflective of such values and beliefs.

Membership & Time Requirements

- Commitment to the work of the organization.
- Willingness to serve on committees & participate in programs as needed.
- Attend the regularly scheduled Board meetings (including the AGM).
- Support of, and participation in, fundraising & special events.
- Act as a role model for members of the organization.



Time requirements outside of board meetings will vary depending on your position.

Members of the board should expect a **minimum of 10-15 hours/month** be required of them to adequately fulfill YRAP's needs.

The Board of Directors are required to hold a minimum of **9 out of 12 board meetings during the year.**

Board meetings are held monthly, with the date of each meeting typically determined at the last meeting a month prior.



Benefits

- Satisfaction of making a difference in the community.
- Opportunity to work with individuals of diverse backgrounds.
- Development of effective decision-making and organization skills.
- Increased understanding of group dynamics and relationships.
- Excellent experience and resume builder.



Term Length

Directors are elected by the membership at the **Annual General Meeting (AGM)**. Directors serve for a one year term from the AGM. Directors may be released during the elected term, by resigning, breach of the Board Member Statement of Agreement, or according to YRAP's bylaws.

Resignation

Any Director may resign from office by giving **21 day's notice** to the Board of Directors. The resignation takes effect at the end of the notice, or on the date the Board accepts the resignation. Prior to resignation, **resigner must meet with the Board of Directors** to coordinate transition and related information.

General Duties

A director is fully informed on organizational matters and participates in the Board's **deliberations and decisions in policy, finance, programs, personnel and advocacy**. Mandatory training sessions are provided as part of "**on-boarding**" by the past year's Board of Directors for the new oncoming Board after the Annual General Meeting.

Directors will...

- Be familiar with YRAP's policies, programs, & guiding bylaws.
- Attend pre-scheduled Board meetings (monthly & annual).
- Act as a Board representative on one of YRAP's committee's.
- Participate in the development of YRAP's organizational plan and annual review.
- Assist in developing and maintaining positive relations among the Board, committees, staff members, volunteers and community to enhance YRAP's mission.
- Regularly keep up with communication efforts across various platforms (e.g. email, WhatsApp, etc.)
- Be prepared to monitor, review, and adjust policy and other recommendations received from by other Board members, its standing committees, staff, or volunteers.
- Hiring and releasing employees, including employment contracts, based on the membership recommendations.



In addition to the general duties, each Board member is responsible for the specialized tasks corresponding with their position.

Overview of Positions

General Member

General members are expected to **help support** the Board with various tasks that may be left unassigned or can help **alleviate the workload** of their co-directors.

Other tasks include:

- Being an active volunteer – attend panels, training, mentorship, and committee involvement.
- Be willing to take the lead on tasks or projects required of the Board
- May unofficially fill a title Board role which has been left unfulfilled

Secretary

The Secretary ensures the Board has **access to important files** and **maintains a record** of proceedings for the current term.

Other tasks include:

- Documents meetings (referred to as "meeting minutes"), including those in attendance, proceedings, resolutions, and appointments.
- Create and distribute the agenda for upcoming Board meetings.
- Distributes copies of meeting minutes to parties after the meeting is adjourned.
- Ensures a notice is sent to all parties of upcoming meetings.
- Files changes in the Directors, amendments in the Articles and other incorporating documents with the Corporate Registry.
- Keeps copies of the organization's bylaws and the Board's policy statements.
- Keeps lists of officers, Board Members, committees and General Membership.
- Signs Board minutes to attest to their accuracy.
- Maintains the organization of YRAP's administrative files.

Treasurer

The Treasurer works closely with the **Financial Coordinator and the Development Associate** to account for **YRAP's funding**.

Other tasks include:

- Acts as authorized signatory for financial and legal purposes unless the Board explicitly selects another Director
- Responsible for communication with bank representatives.
- Prepares a detailed account of revenues and expenditures, as well as an annual budget, to present at the AGM
- Acts as a signing authority for financial and legal purposes unless another director is explicitly selected
- Files the yearly return with the Corporate Registry, Canada Revenue Agency, and Alberta Registries
- Carries out other duties assigned by the Board as needed
- Gives regular reports to the Board on the financial state of the organization

Vice-President

The Vice-President **closely works with the President** to fulfill the leadership expectations and specialized duties required of the position.

Other tasks include:

- Chairs meetings in the President's absence
- Replaces the President at various functions when requested.
- Works closely as consultant and advisor to the President.
- Acts as authorized signatory for financial and legal purposes unless the Board explicitly selects another Director.
- Supports the President in reporting to the Board on the status of major programs.
- Collaborates with the President and Employee(s) to ensure optimal management and accountability of YRAP.
- Liaises with YRAP Employees and completes employee evaluations every three months or as needed.
- Keeps informed on critical issues.

President

The President acts as the **voice for the organization** (e.g. may be asked to present to community members) and is expected to be a strong **role model** and provide **leadership** for YRAP's members.

Other tasks include:

- Chair Board meetings (monthly, annual, other).
- Act as YRAP's authorized signatory for financial and legal purposes.
- Prepare Presidential documents:
 - File changes to the Board with the Corporate Registry.
 - Charity Information Return with the Treasurer.
 - Prepare annual review of YRAP for the AGM.
- Supervise the affairs of the Board:
 - Provide co-directors with leadership and encourage participation.
 - Report to the Board on the status of major programs
 - Recognizes co-directors contributions to the Board
- Odds and ends: you may be called upon to help resolve conflicts, discuss programs, and everything else under the sun.
- Maintain up-to-date knowledge of bylaws, ongoing programs, and any issues the organization faces.
- Ensure bylaws and constitution are adhered to
- Work with staff to ensure optimal management and accountability of YRAP.
- Assist staff with various training sessions when necessary.
- Promotes the organization's purpose in the community.

Past President

The Past President is expected to **help support the new President** during the following year on an as needed basis.

This may include:

- Assists with recruitment, orientation, and training the new Board.
- Advise new Board members on adhering to YRAP's policies.
- Co-chair special events.
- Provide historical continuity about the Board's activities.