



DIRECTOR'S GOVERNANCE

Board of Directors

- ▶ **Director** • A person who is a member of the board-volunteer
- ▶ • Relationship of trust with other directors, members, staff, funders, government bodies & public



Your responsibilities

- ▶ • Practice the 7 duties – ‘walk the talk’
- ▶ • Attend board meetings
 - review minutes and correspondence
 - participate in discussions
- ▶ • Ensure the organization manages affairs in a conscientious, responsible manner
- ▶ • Provide oversight when duties have been delegated
- ▶ • Ensure governance and risk management plans are in place
- ▶ • Participate in Director orientation and training
- ▶ • Ensures all members consider the best interests of the organization in their actions
 - Supports the decisions of the board – whether they agreed with them.
 - Maintain confidentiality
 - Avoid conflict of interest



Roles of District Boards

- ▶ Provincial Director
- ▶ District Director
- ▶ Perhaps Alternative District Director
- ▶ Perhaps a Homecraft Director
- ▶ Perhaps a Judging Contact
- ▶ Treasurer/Secretary



Duties of District Directors

- ▶ Provincial Director –
 - ❖ Bring back information from the OAAS Board
 - ❖ Be a resource with Agricultural Societies
 - ❖ Be present at District Agricultural Societies AGM's (representing President of OAAS and a resource for meeting procedures such as elections)
 - ❖ Coordinate with District Directors on who will chair the District AGM and Spring Meeting
 - ❖ Assist with any conflict that may arise with in Agricultural Societies

District Directors

Work

- Work with Provincial Director to assist Agricultural Societies with questions and conflict

Coordinate

- Coordinate District AGM and Spring Meeting

Visit

- Visit the Ag Societies during fair time representing OAAS/President/ District

Work

- Work with other District Directors/Judging Coordinator to put on Judging Schools and filling in all paperwork that is required for Judges Lists

Build

- Build relationships with District Agricultural Societies

Secretary

- ▶ Maintain records, bylaws, filing of documents
- ▶ Takes minutes of meetings, distributes minutes, agendas
- ▶ Membership records, committees, and members
- ▶ Communication
- ▶ Signing officer
- ▶ Handling of correspondence
- ▶ Make meeting arrangements and set up
- ▶ Participate in meetings
- ▶ Maintains a calendar of important dates for the organization
- ▶ Keep record of board policies and procedures by the board

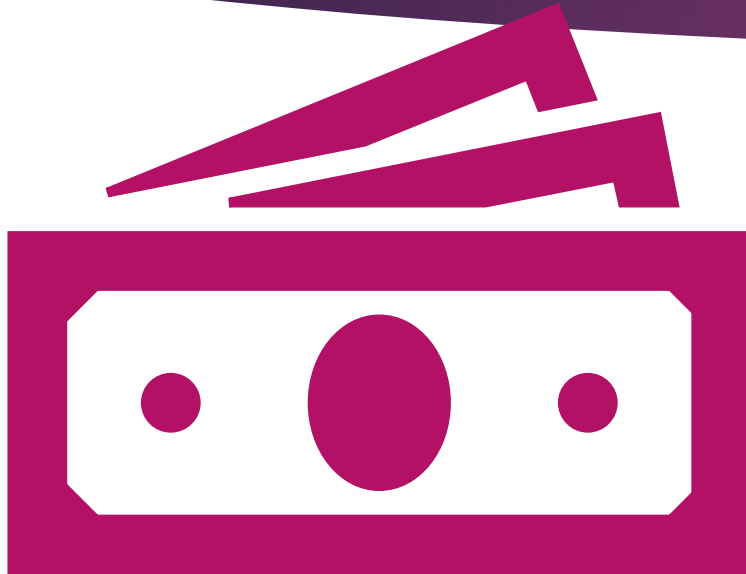


Treasurer

- ▶ **Maintain bank account**
- ▶ **Supervise financial transactions**
- ▶ **Develop, maintain and monitor budget**
- ▶ **Prepares reports, forms for OAAS**
- ▶ **Authorize signers assume responsibility that funds have been distributed according to board policies.**



Finances



- ▶ **Finances: Responsibility of ALL Directors!**
- ▶ **Prudent management of funds**
- ▶ **Managing and accounting of funds to ensure consistency with organization's objectives**
- ▶ **Approve budget**
- ▶ **Ask questions to understand**
- ▶ **Identify the organization's financial risks and develop strategies to minimize**

All Districts Boards follow the OAAS Constitutions and Bylaws. All Districts have Policies & Procedures. District Board & District Director Roles and Responsibilities are in Appendix E

Legal document

Can only be amended by the Membership

Regularly review

It's your guide to how the organization operates • You won't see the holes until you are in a crisis

Provincial or National organization's constitution

Agenda (traditional)

- ▶ Call to order
- ▶ Establish Quorum
- ▶ Approval of Agenda
- ▶ Minutes
- ▶ Correspondence
- ▶ Officers' Reports
- ▶ Standing Committees' Reports
- ▶ Treasurer's Report
- ▶ Special Committee Reports
- ▶ Unfinished business
- ▶ New Business
- ▶ Adjournment

