

## **CHAIR**

### **The chair will:**

1. Ensures the board acts consistently with board policies.
2. Is authorized to make decisions consistent with board process and board-management relationship policies in order to facilitate the board's functioning.
3. Will facilitate and set the agenda for board meetings.
4. Plans for leadership (officer) perpetuation.
5. Is responsible for leading the board in the oversight, thinking, and support that are critical to good governance.
6. Cultivates a working partnership with the general manager.
7. Works with board development team in recruiting board members and conducting new board member orientation.
8. May represent the board to outside parties.
9. Shall convene regularly scheduled meetings, preside or arrange for other members of the executive committee to preside at each meeting in the following order: vice-chair, records officer, financial officer.
10. Prepare for, attend and actively participate in all meetings of the board and teams to which he/she belongs.
11. Share equally the board's workload by signing up for special projects and by coordinating/serving on at least one team.
12. Work with other board members to carry out the board's fiduciary duties.
13. Actively participate in communications and discussions with board members in between meetings.
14. Participate in board development training.
15. Work in partnership with the general manager to make sure board policies are carried out.
16. Coordinate general manager's annual performance evaluation.

## **VICE CHAIR**

### **The vice-chair will:**

1. Understands the responsibilities of the chair and is prepared to assume the role of board chair when the chair is unavailable.
2. Participate as a vital part of the board leadership.
3. Pays the Co-op's bills during development and maintain the checking account.
4. Makes deposits to the Co-ops account.
5. Works with the Finance Officer regarding expenditures.
6. Updates and maintains the Internal Tracking Document
7. Prepare for, attend and actively participate in all meetings of the board and teams to which he/she belongs.
8. Share equally the board's workload by signing up for special projects and by coordinating/serving on at least one team.
9. Work with other board members to carry out the board's fiduciary duties.
10. Actively participate in communications and discussions with board members in between meetings.
11. Participate in board development training.

## **FINANCIAL OFFICER**

### **The Financial Officer will:**

1. Leads the process for creating and monitoring the board's annual budget.
2. Serves as chair of the finance committee.
3. Will ensure financial education for the board as needed.
4. Facilitates the board's understanding of the financial condition of the cooperative by presenting and summarizing financial reports at regular board meetings.
5. Will understand financial accounting for cooperatives.
6. Is responsible for making financial information available to board members and owners.
7. Will have a backup copy of Quick books available to the board in case of his/her emergency.
8. Prepare for, attend and actively participate in all meetings of the board and teams to which he/she belongs.
9. Share equally board's workload by signing up for special projects and by coordinating/serving on at least one team.
10. Actively participate in communications and discussions with board members in between meetings.
11. Work with other board members to carry out the board's fiduciary duties.
12. Participate in board development training

## **RECORDS OFFICER**

### **The records officer will:**

1. Ensures the board's documents are accurate, up to date, and appropriately maintained in accordance with board policy and legal standards.
2. Provide owners with required meeting notices and prepares agendas in collaboration with the board chair.
3. Be prepared to assume the leadership role when the chair and vice-chair are unavailable.
4. Take minutes at board meetings, or designates a person for the task, and reviews and distributes the approved minutes.
5. Maintain the Motion Register.
6. Maintain the permanent co-op records of minutes and financial documents in both written and electronic format.
7. Implement and maintain the records retention policy.
8. Prepare for, attend and actively participate in all meetings of the board and teams to which he/she belongs.
9. Share equally the board's workload by signing up for special projects and by coordinating/serving on at least one team.
10. Actively participate in communications and discussions with board members in between meetings.
11. Work with other board members to carry out the board's fiduciary duties.
12. Participate in board development training.

**DIRECTORS:**

**Directors will:**

1. Prepare for, attend and actively participate in all meetings of the board and teams to which he/she belongs.
2. Share equally the board's workload by signing up for special projects and by coordinating/serving on at least one team.
3. Work with other board members to carry out the board's fiduciary duties.
4. Participate in board development training.
5. Actively participate in communications and discussions with board members in between meetings.