



Board Positions Roles & Responsibilities

<p>President</p>	<ul style="list-style-type: none"> • Responsible to the membership for seeing that the programs and policies of the organization reflect the needs of the membership and further the vision and mission of the organization • Preside at all meetings of the membership and the Board; • Represent the fmi*igf in all matters, unless otherwise delegated; • Ensure the transfer of corporate memory to the Vice-President • Chair the national Governance and Nominations Committee (GNC) • Address matters from the Chapter Advisory Council (CAC) on a timely basis. • Serve as a member of the Board • Leads the board in the performance of its responsibilities. • Be the officer to whom the CEO reports and who coordinates the performance evaluation of the CEO. • Perform such duties as directed by the by laws and the Board.
<p>Vice President</p>	<ul style="list-style-type: none"> • Perform the duties and exercise the powers of the President in his/her absence; • Plan and organize the Annual Strategic Plan review in conjunction with the President; and • Oversee/coordinate the activities of the Regional Directors • Perform those functions delegated to the Vice President by the president. • Perform the duties of the President when he or she is unable to perform them. • Serve as the Chair of at least one committee that is operational in scope.
<p>Secretary Treasurer</p>	<ul style="list-style-type: none"> • Be responsible for financial oversight of

	<p>the fmi*igf, including all banking matters</p> <ul style="list-style-type: none"> • Develop annual operating budget for consideration and approval by the Board; • Ensure full and accurate accounts of the assets, liabilities, receipts and disbursements of the fmi*igf, and render to the Board and members an accounting of all transactions of the fmi*igf and a statement of financial position; • Oversee the preparation of the agenda for meetings and of the minutes of all formal meetings of the fmi*igf; • Give notice of meetings to Directors and members as called for in these by-laws; and • Be the custodian of the corporate seal, official papers, records, correspondence and contracts of the fmi*igf retained in accordance with the article titled “Corporate Records” in these by-laws. • Perform those functions delegated to the Treasurer by the President. • Safeguard the assets of the organization. • Maintain control over the receipt and disbursement of the organization’s funds. • Serve as chair of the Finance and Audit Committee. • Oversee the preparation of the annual budget. • Perform those functions delegated to the Secretary by the President. • Safeguard all the records of the organization. • Record and retain the minutes of all board and executive committee meetings and collect and retain the minutes of all other committees meetings. • Give notice of meetings and distribute minutes and other documents as needed.
<p>Governance</p>	<ul style="list-style-type: none"> • Act as the ethical advisor and ombudsperson; • Screen the proposed list of candidates to be presented to the GNC; • Provide advice to the Board; • Annual review of the fmi*igf Policies and By-laws;

	<ul style="list-style-type: none"> • Propose updates to the fmi*igf Policies and By-laws as required.
Regional Director	<ul style="list-style-type: none"> • Represent the interests of chapters at the national level; • Support the Chapters in their operations; • Maintain ongoing contact with all chapters within their area of responsibility; • Facilitate the sharing of information; and • Be members of the CAC. <p>Note: The Eastern Regional Director shall be responsible for all chapters located in New Brunswick, Nova Scotia, Prince Edward Island, and Newfoundland and Labrador. The Central Regional Director shall be responsible for all chapters located in Ontario, Quebec and Nunavut. The Western Regional Director shall be responsible for all chapters located in Manitoba, Saskatchewan, Alberta, British Columbia, Yukon and the Northwest Territories.</p>