**EMMANUEL SENIORS LIVING SOCIETY**

**Board Member**

The Board of Directors is the legal authority for Emmanuel Seniors Living Society. As a member of the Board, a director acts in a position of trust for the Society and is responsible for the effective governance of the organization. S/he:

1. Is elected by the membership of the Society to the Board at the Annual General Meeting (According to its bylaws the Board also has the authority to make midterm appointments, when necessary.)
2. Regularly attends board meetings and important related meetings.
3. Makes a serious commitment to participate actively in assigned tasks and committee work
4. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
5. Stays informed about Board matters, prepares well for meetings and reviews and comments on minutes and reports.
6. Gets to know other board members and builds a collegial working relationship that contributes to consensus.
7. Is an active participant in the Board’s annual evaluation and planning efforts.
8. Financial supports the Emmanuel Seniors Living Society through their membership.

**Chairperson of the Board**

The person holding this position adheres to the responsibilities of a Board member. In addition, s/he:

1. Is elected by the membership of ESLS at the Annual General Meeting and is appointed by the Board of Directors to the position of Chair. (According to its bylaws the Board also has the authority to make midterm appointments, when necessary.)
2. Leads the Board from a “big picture” perspective, establishing ends, and providing boundaries that provide direction of staff and volunteers.
3. Partners with the Chief Executive Officer to achieve the organization’s mission.
4. Leads the Board of Directors to establish and adhere to policy and is the person on behalf of the Board to whom the CEO is accountable.
5. Chairs meetings of the Board after developing the agenda with input from board members and the CEO.
6. Encourages the Board’s role in strategic planning.
7. Appoints the chairpersons of committees, in consultation with other Board members.
8. Serves *ex officio* as a member of committees and attends their meetings when needed.
9. Discusses issues confronting the organization with the CEO.
10. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
11. Reviews with the CEO any issues of concern to the Board
12. Monitors financial planning and financial reports.
13. Oversees the evaluation and performance of the CEO and informally evaluates the effectiveness of the Board members.
14. Evaluates annually the effectiveness of the Board’s decision-making process as it leads the organization in achieving its mission.
15. Performs other responsibilities as assigned by the Board.

**Vice Chairperson of the Board**

The person holding this position adheres to the responsibilities of a Board member. In addition, s/he:

1. Is elected by the membership of ESLS at the Annual General Meeting and is appointed by the Board of Directors to the position of Vice Chair. (According to its bylaws the Board also has the authority to make midterm appointments, when necessary.)
2. Reports to the Chair of the Board of Directors.
3. Performs Chair responsibilities when the Chair cannot be available (see Chair job description).
4. Works closely as consultant and advisor to the Chair and the CEO to achieve the society’s mission.
5. Develops and implements orientation and transition plans of Board members.
6. Prepares to serve a future term as Chairperson.
7. Performs other responsibilities as assigned by the Board.

**Secretary of the Board**

The person holding this position adheres to the responsibilities of a Board member. In addition, s/he:

1. Is elected by the membership of ESLS at the Annual General Meeting and is appointed by the Board of Directors to the position of Secretary. (According to its bylaws the Board also has the authority to make midterm appointments, when necessary.)
2. Maintains the records of the Board and ensures effective management of the Society’s records.
3. Notifies Board members of meetings and keeps accurate minutes of Board meetings. Records all motions and decisions of meetings. Keeps a record of Board attendance.
4. Ensures minutes are distributed to members promptly after each meeting.
5. Conducts general Board correspondence.
6. Keeps lists of officers, Board members, committees and general Society membership.
7. Keeps copies of and is sufficiently familiar with legal documents (articles, by-laws, CRA letters, etc.) to note applicability during meetings and ensures that appropriate notice is given for the filing of government documents.

**Treasurer of the Board**

The person holding this position adheres to the responsibilities of a Board member. In addition, s/he:

1. Is elected by the membership of the ESLS at the Annual General Meeting and is appointed by the Board of Directors to the position of Treasurer. (According to its bylaws the Board also has the authority to make midterm appointments, when necessary.)
2. Ensures that adequate checks and balances are in place to adequately provide for the operation of the Society.
3. Administers disbursements in a timely fashion according to Board approved guidelines.
4. Under the authority of the Board Chair, prepares the annual budget in conjunction with the CEO, for the approval of the Board.
5. Collaborates with the Board Chair, ensures that the financial reports are annually reviewed by the appointed external auditors.
6. Ensures the development and Board review of financial policies and procedures.

**Committee Chairperson**

A person holding this position may or may not be a member of the Board of Directors. S/he:

1. Is appointed by the Board of Directors to lead a group of people to fulfill a particular task as determined by the Board.
2. Is responsible to adhere to the Terms of Reference, as set out by the Board, for the specific allocated task group.
3. Reports to the Board of Directors.
4. In conjunction with the Board Chair, recruits people with appropriate background and skill to pursue the given task.
5. Ensures that members have the resources needed to do their jobs.
6. Delegates appropriate tasks to committee members, sets the agenda with input from committee members, leads the meetings, ensures distribution of meeting minutes to the committee, and sends a report to the Board of Directors each month.
7. Works directly with the CEO to achieve committee business.
8. Provides a report or minutes, one week in advance of the Board meeting, to the full Board on the committee’s progress.
9. Works closely with the Board members and other staff as directed by the chairperson of the Board.
10. Initiates and leads the committee’s annual review of the terms of reference and mandate of the committee outlined by the Board.

**Society Member**

According to the by-laws of Emmanuel Seniors Living Society:

1. Any person or organization who has subscribed to the bylaws of the Society, has signed the Statement of Faith (Section B.b.), and has paid their annual membership fees, as determined from time to time by the Board, shall be an eligible member of the Society.
2. Continuous membership in good standing is dependent upon regular financial support of the Society in the amount of the membership fees or more per year.
3. Only members in good standing are entitled to vote.
4. Any member may withdraw from membership of the Society by notifying the office.

The Board may cancel the membership of any member of the Society, who in the opinion of the Board:

1. Has engaged in actions inconsistent with the objectives of the Society,
2. No longer agrees with the bylaws of the Society, or
3. Has discontinued contributing financially to the Society on a regular basis, providing that such member may appeal the matter to the next meeting of the general membership of the Society, whose decision shall be final.