

## **EDMONTON RETIRED TEACHERS' ASSOCIATION**

### **ROLES AND RESPONSIBILITIES of the BOARD OF DIRECTORS**

#### **Past President**

- Act as an advisor to the president on matters pertaining to the effective and efficient operation of ERTA and its interface with ARTA.
- Chair the Nominating Committee for next year's election of board members.

#### **President**

##### Regular Business

- Attend all ERTA events (whenever possible, or arrange for an alternate).
- Be familiar with the ERTA bylaws as well as any existing policies and procedures.
- In conjunction with other board members, establish policies and procedures to enable the effective and efficient operation of ERTA.
- Write the "President's Message," and write or collect other articles for the newsletter in time for it to be formatted, printed and sent to the membership.
- Act as editor of the newsletter.
- Ensure that the date for letter stuffing allows enough time for the membership to be telephoned.
- Ensure the delivery of the newsletter to the mail room at Barnett House and provide the correct code for the postage.
- Sign cheques when requested (two signatures required).
- Attend ARTA meetings and act as a liaison between ARTA and ERTA.
- Ensure that Corporate Registry forms are completed and filed on time.
- Be a member in good standing of ARTA.

##### Meetings

- Set the date, create an agenda and gather relevant documentation necessary for ERTA meetings.
- Distribute the agenda, minutes and other relevant documents to the board members in advance of each meeting.
- Act as the chair for all meetings of ERTA or assign a designate.
- Create an agenda for all meetings.
- Facilitate meetings so that all members are involved in discussions and decisions.

##### Luncheons

- Finalize the venue, cost and total attendance at each luncheon.
- Welcome the membership at each luncheon.
- Arrange for grace to be said at each luncheon.

#### **Vice-President**

- Perform the duties of the president when that officer is unavailable or in case of the resignation or death of the president until the next election.
- Offer assistance at meetings and luncheons.
- Offer assistance with the newsletter.
- Attend ERTA events whenever possible.

### **Secretaries**

- Attend ERTA meetings, take minutes and additional notes (where required).
- Maintain an accurate written record of all meetings of ERTA.
- Forward a draft copy of the minutes to the president and newsletter publisher within a week of each meeting.
- Cause proper files to be kept in respect to all business dealings of ERTA.

### **Treasurer**

- Receive and deposit all monies collected in the name of ERTA in the Royal Bank of Canada.
- Maintain accurate records of all financial transactions of the association.
- Pay all outstanding association invoices by cheque in a timely manner and record the transactions. Request a copy of all contracts to confirm that prices agree with quotes.
- Ensure that there are two signatures on each outgoing cheque.
- Retain copies of all financial dealings and organize same for storage in the official files at year end.
- Prepare an up-to-date statement of revenue and expense for presentation at each board meeting. Elaborate on any unusual expenditure. Provide a copy for each board member plus one copy for the files.
- Oversee the GIC account.
- Prepare and present an audited financial statement at each Annual General Meeting.
- Recommend an auditor(s).
- Advise the Board of Directors regarding prudent fiscal direction.

### **Membership Co-ordinator**

- Oversee and update the membership list as needed.
- Maintain the email database.
- Collect fees for new memberships as well as renewals.
- Forward monies collected for fees to the Treasurer.
- Write the “Membership Report” for each newsletter.
- Prepare envelopes and labels for letter stuffing.
- Man the membership table, or assign a designate, at all luncheons.
- Provide updated membership lists for the President and Telephoning Committee Chair.
- Sign cheques when requested.

### **Webmaster**

- Design, develop, maintain and support ERTA’s website operations.
- Update web content and maintain the site in a user-friendly, visually appealing and informative manner.
- Post ERTA newsletters on the site and email members of its availability.
- Send to members email mailouts and/or emergent email notifications of behalf of ERTA and ARTA.
- Distribute or handle website email enquiries, monitor the site’s page views and provide statistical usage reports to the Board of Directors.

### **Benefits Representatives**

- Attend ARTA-sponsored meetings for branch benefits representatives.
- Be aware of various benefits or changes to the health benefit plan.
- Keep members informed.

### **Pension Representative**

- Attend ARTA-sponsored meetings for branch pension representatives.
- Be aware of changes to any pension plan that affects ERTA members.
- Keep members informed.

### **Newsletter Publisher**

- Create a seasonal front page and include all pertinent luncheon information.
- Write newsletter articles to keep members informed.
- Edit additional articles submitted from other sources for the newsletter.
- Arrange for the printing of sufficient copies of the newsletter for postal delivery.
- Forward the newsletter to the webmaster for distribution.

### **Program Committee**

- Suggest and, with board approval, arrange for a guest speaker(s) for each luncheon
- Introduce the speaker(s) at the luncheon.
- Arrange additional activities or field trips for the membership.
- Delegate directors to welcome and help with seating and assist members who require help with the buffet.
- Locate a new venue for the luncheons, if required.

### **Telephone Committee Chair**

- Recruit volunteers to telephone the membership.
- Create phone lists for the volunteers.
- Forward the names of members who plan to attend the luncheon to the membership co-ordinator.
- Report the total number of attendees to the president.
- Provide the names of luncheon attendees to the Welcoming Committee.
- Ensure that any updated member contact information is provided to the membership co-ordinator.

### **Welcoming Committee**

- Ensure that the 'kit' contains all items for collecting money and filling out name tags.
- Purchase name tags and number them according to the number of people registered for the luncheon.
- Arrive at the venue forty-five minutes prior to the luncheon.
- Ensure that tables have been set up for collecting money and filling out name tags. Welcome luncheon attendees and collect money.
- Count proceeds, fill out the form for money collected and submit both to the treasurer.
- Count cash donations and deliver both cash and food donations to the Food Bank or designated charity via a fire station or appropriate agency.