

**ARROWSMITH COMMUNITY JUSTICE SOCIETY**  
Board of Directors  
**Board & Officer Job Descriptions**



Adopted

14 Oct 2014

**CHAIRPERSON / VICE-CHAIRPERSON**  
**Job description**

**RESPONSIBILITIES:**

1. Board meetings - Set agenda, arrange venue and chair meetings.
2. Follow Meeting Protocols
  - a) Date, time & location of meetings to be determined at the first meeting after the AGM
  - b) Members to notify the Chairperson if unable to attend a scheduled meeting
  - c) Coordinator reports will be sent out by e-mail at the beginning of each month with a recap of the previous month.
  - d) Minutes will be sent out by e-mail after the meeting.
  - e) Two weeks prior to board meeting a notice will be sent out with a request for agenda items and reminder of reports to be sent out.
  - f) One week prior to the board meeting the financial report will be sent out via e-mail.
  - g) One week prior to the board meeting the tentative agenda will be sent out via e-mail. Any discussion items will be noted and attachments, if applicable, will be included at this time to give directors time to research and assess all information prior to the discussion. It is recognized that in order to be fully informed it is better to have time to read over drafts before they are adopted/rejected versus being handed them at the meeting and then pressed to make a decision at that time.
  - h) It is recognized that some agenda items may be added in the last week if they are time sensitive or decisions are needed before the next meeting
3. Act as media spokesperson for the Society
4. Be one of three signators for Bank signing authority
5. Liaise with committees either in person or by board meeting reports
6. Attend volunteer meetings
7. Oversee financial reports (financial reviews, tax & budget)
8. Sign or designate all official communications
9. Chair Annual General Meeting and present ACJS Annual Report
10. Make, or name a designate for, presentations to community groups/government
11. Liaise/support program coordinator
12. Evaluate coordinator performance and provide guidance and feedback as required.
13. Accept funding contributions (official photographs, etc)
14. Assure that regular activities and/or responsibilities are included on agenda at appropriate time (see monthly list below)

## CALENDAR OF EVENTS

January	<ul style="list-style-type: none"><li>- Send charitable receipt to accountant for in-kind value of financial review</li><li>- T4A for Coordinator due by Feb 28<sup>th</sup> (sooner better)</li><li>- Board Meeting – review meeting protocols; review last years goals and set goals for new year; review committees; bank signing authorities</li><li>- Appoint Financial Reviewer; Honorary Director; Ambassador for year</li><li>- Access need for policy review (every three years 2014-2017-2020, etc)</li></ul>
February	
March	<ul style="list-style-type: none"><li>- Board Meeting –</li></ul>
April	
May	<ul style="list-style-type: none"><li>- Board Meeting</li></ul>
June	
July	<ul style="list-style-type: none"><li>- Board Meeting</li></ul>
August	
September	<ul style="list-style-type: none"><li>- Board Meeting</li><li>- Check with directors coming to end of term to see if they wish to continue</li><li>- Invite prospective board member(s) to attend meeting</li><li>- Strike nominating committee if required</li><li>- Set date for AGM, agenda, program (guest speaker) &amp; book venue</li><li>- list changes to by-laws for AGM approval (send out to membership 30 days prior to meeting)</li></ul>
October	<ul style="list-style-type: none"><li>- Get report from nominating committee</li><li>- 31<sup>st</sup> is ACJS year end. Treasurer to make up annual report for AGM.</li><li>- Annual statistical report and next year's budget due for RCMP report to RDN board.</li></ul>
November	<ul style="list-style-type: none"><li>- AGM – Elections; financial report; present budget</li><li>- Receive annual report from Treasurer. Send financial information and completed checklist to Brent Johnson.</li><li>- Arrange first meeting in January with Board Members</li></ul>
December	<ul style="list-style-type: none"><li>- Society Report Due</li></ul>

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### VICE-CHAIRPERSON

#### Job description

#### RESPONSIBILITIES:

1. Carry out the duties of Chairperson in the absence of the chairperson.

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### SECRETARY

#### Job description

#### RESPONSIBILITIES:

1. Conduct the correspondence of the Society.
  2. Keep minutes of all meetings of the society and directors.
  3. Have custody of all minutes and correspondence of the society, and
  4. Maintain the register of members.
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**TREASURER**  
**Job Description & Financial Information**

**RESPONSIBILITIES:**

1. Maintain clear and detailed accounting of income and expenditures, keeping receipts and invoices on file.
2. Present bi-monthly report to the board showing income and expenditures for period between meetings.
3. Prepare or assist with the preparation of the annual budget
4. Present annual cash flow report for Annual General Meeting
5. Calculate recap of Coordinators salary for Calendar Year prior to the end of February for tax purposes. Submit T4A to her and copy to Taxation.
6. Submit forms to Workers compensation Board for Coordinator annually with payment.

**GENERAL INFORMATION:**

Fiscal year end is October 31<sup>st</sup> of each year.  
Society Number is: S-39350  
Business/Charity Number is: 86749 1029 RR0001

**BANK INFORMATION:**

Coastal Community Credit Union  
Qualicum Beach Branch – 118-2<sup>nd</sup> Avenue, Qualicum Beach, V9K 1S7  
Business Account: 10-032-771-8  
Gaming Account 12-032-771-8  
GIC Expires: January 18, 2016 (if you don't notify them, it will automatically renew for 2 years)  
Signing officers: Any two of chairperson, Treasurer, Director at Large (as determined)  
Info only from bank: Any one of Chairperson, Treasurer, Director at Large  
Statements mailed to: Treasurer (home)

**FINANCIAL REVIEWER INFORMATION:**

A financial review (not an audit) is provided for ACJS by Brent Johnson, CGA Ltd. A charitable tax receipt is issued for the value of this service. The receipt is the paper trail for proving community support and value.

Brent Johnson CGA Ltd  
Box 1889  
Qualicum Beach, BC, V9K 1T5  
250-752-5661

A month before our fiscal year end, Mr. Johnson sends a check list of all the information and documents he requires for the review and to file the ACJS Income Tax form. The only report to be completed is the Society Annual Report which is completed and remitted by the Treasurer.

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## **BOARD MEMBER**

### **Job Description**

<b>TIME INVOLVED:</b>	5 – 10 hours per month
<b>TERM OF OFFICE:</b>	Two Year term, no restrictions to how many terms can be served
<b>ACCOUNTABILITY:</b>	Accountable to the membership of Arrowsmith Community Justice Society and to the public for the operation of the Society and its programs.

#### **RESPONSIBILITIES:**

##### **1. Board of Directors' Meetings**

- a. Attend regularly scheduled meetings of the Board of Directors
- b. Review minutes of previous meetings, agendas, and reports to prepare for meetings and the decision-making process.
- c. Contribute to the efficiency and effectiveness of the Board meeting through your informed participation

##### **2. Committee Responsibilities**

- a. Serve on at least one committee for the board of directors
- b. Attend all committee meetings for your designated committee
- c. Complete all committee assignments.

##### **3. Financial Responsibilities**

- a. Become a paid up member of ACJS (if applicable)
- b. Participate in fundraising activities as requested

##### **4. Other**

- a. Participate in Board training and retreats
  - b. Complete short term duties or responsibilities as needed
  - c. Promote and publicize ACJS and its purposes to friends, family, colleagues and others who might help support the Society in some way (i.e. Financial or in-kind contributions or as program volunteers) if appropriate.
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