



ARROWSMITH COMMUNITY JUSTICE SOCIETY

Board and Officer Job Descriptions

Adopted	14 Oct 2014
Reviewed	4 Aug 2021

CHAIRPERSON / VICE-CHAIRPERSON

Job Description

RESPONSIBILITIES:

1. Board meetings - Sets agenda, arranges venue and chairs meeting
2. Follows meeting protocols (below)
 - a) Date, time and 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 each month
 - d) Minutes will be sent out by e-mail after the meeting
 - e) Two weeks prior to 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 meeting the financial report will be sent out via e-mail.
 - g) One week prior to the 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. Acts as media spokesperson for the Society
4. Acts as one of three signators for Bank signing authority
5. Liaises with committees either in person or by Board meeting reports
6. Attends volunteer meetings
7. Oversees financial reports (financial reviews, tax and budget)
8. Signs or designates all official communications
9. Chairs the AGM and presents program's annual report
10. Presents and/or designates for presentations to community groups/government
11. Liaises/supports Program Coordinator and provides guidance and feedback as required
12. Assures 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">- Send charitable receipt to accountant for in-kind value of financial review- T4A for Coordinator due by Feb 28th (sooner better)- Board Meeting – review meeting protocols; review last year’s goals and set goals for new year; review committees; bank signing authorities- Appoint Financial Reviewer; Honorary Director; Ambassador for year- Access need for policy review (every three years 2014-2017-2020, etc)
February	
March	<ul style="list-style-type: none">- Board Meeting
April	
May	<ul style="list-style-type: none">- Board Meeting
June	<ul style="list-style-type: none">- RDN Annually report to be sent by June 15th using year end of May 31st- Annual statistical report due for RDN
July	<ul style="list-style-type: none">- Board Meeting
August	
September	<ul style="list-style-type: none">- Board Meeting- Check with directors coming to end of term to see if they wish to continue- Invite prospective board member(s) to attend meeting- Strike nominating committee if required- Set date for AGM, agenda, program (guest speaker) & book venue- list changes to Bylaws for AGM approval (send out to membership 30 days prior to meeting)
October	<ul style="list-style-type: none">- Receive report from nominating committee- 31st is ACJS year end. Treasurer to make up annual report for AGM.- Annual statistical report and next year’s budget due for RCMP report to RDN board.
November	<ul style="list-style-type: none">- AGM – Elections; financial report; present budget- Receive annual report from Treasurer. Send financial information and completed checklist to Brent Johnson.- Arrange first meeting in January with Board Members
December	<ul style="list-style-type: none">- Society Report Due

VICE-CHAIRPERSON

Job Description

RESPONSIBILITIES:

1. Carries out the duties of Chairperson in the absence of the Chairperson

SECRETARY

Job Description

RESPONSIBILITIES:

1. Conducts the correspondence of the Society.
2. Keeps minutes of all meetings of the Society and Directors
3. Has copies of all minutes and correspondence of the Society
4. Maintains the register of members

TREASURER
Job Description & Financial Information

RESPONSIBILITIES:

1. Maintains clear and detailed accounting of income and expenditures, keeping receipts and invoices on file
2. Presents bi-monthly report to the Board showing income and expenditures for period between meetings
3. Prepares or assists with the preparation of the annual budget
4. Presents annual cash flow report for AGM
5. Calculates recap of Program Coordinator's salary for calendar year prior to the end of February for tax purposes. Submits T4A to Program Coordinator with copy to Canada Revenue Agency
6. Prepares T4A for honorariums and services provided
7. Submits forms and payment annually to WorkSafe BC for Program Coordinator

GENERAL INFORMATION:

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

BANK INFORMATION: 1-888-741-1010

Coastal Community Credit Union Member # [REDACTED]
Qualicum Beach Branch – 118-2nd Avenue, Qualicum Beach, V9K 1S7
Business Account: [REDACTED]
Gaming Account [REDACTED]
GIC (as of 04-08-2021) 1. \$5000 2. \$8000
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)

CANADA REVENUE AGENCY and SOCIETY ACT OF BC Accounts

CRA - User [REDACTED]	Pwd: [REDACTED]	BC Society User: [REDACTED]	Pwd [REDACTED]
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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.

BOARD MEMBER
Job Description

GENERAL INFORMATION:

1. 5 – 10 hours per month
2. Two year terms, no restrictions to how many terms can be served
3. Accountable to the membership of ACJS and to the public for the operation of the Society and its programs

RESPONSIBILITIES:

1. **Meeting Responsibilities**
 - a. Attends regularly scheduled meetings
 - b. Reviews minutes of previous meetings, agendas, and reports to prepare for meetings and the decision-making process.
 - c. Contributes to the efficiency and effectiveness of the meetings through informed participation

 2. **Committee Responsibilities**
 - a. Serves on at least one committee
 - b. Attends all meetings for your designated committee
 - c. Completes all committee assignments

 3. **Financial Responsibilities**
 - a. Becomes a paid up member of ACJS (if applicable)
 - b. Participates in fundraising activities as requested

 4. **Miscellaneous Responsibilities**
 - a. Participates in Board training and retreats
 - b. Completes short term duties or responsibilities as needed
 - c. Promotes and publicizes 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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