

The Roles and Responsibilities of Directors

Introduction:

The directors as a team are key to the success and longevity of an association, club or other non-profit organization.

Collectively they work together in the interests of the organization and the other members who are not directors.

They are responsible for the financial health of an organization, for developing and maintaining members, and for supporting activities throughout the year.

The directors and members of YARA are guided by the by-laws, general practices of non-profit organization, by motions at meetings and by consensus of the members. The roles and responsibilities described here reflect the current needs of YARA and these can be changed from time to time by the membership.

The By-laws:

All Directors should read the by-laws of YARA, which provide a legal framework for the operation of YARA. They are quite simple and are covered in only 5 pages. Copies of the by-laws are available to any YARA member and can be obtained from the Yukon Government's Registrar of Societies.

The by-laws cover the following topics:

- Membership
- Membership Dues
- Meetings
- The Executive
- Finances
- Changes to Bylaws

Executive:

The by-laws of YARA provide for election of an Executive that is comprised of:

- President
- Vice-President
- Immediate Past-President
- Secretary-Treasurer, or
- Secretary and
- Treasurer
- Two Directors - One Ex-Officio Member (to represent Associate Members)
- Other officers appointed, as the Association may determine from time to time.

Finances:

The by-laws of YARA provide that:

- Finances shall be the responsibility of the Treasurer
- A simple financial statement is to be presented at each General Meeting
- A detailed Financial Statement, audited by two members (not on the Executive) and signed by two members of the Executive shall be presented at each AGM
- Association funds will be placed in a bank agreed to by the Association
- Signing authority shall be vested in the President, Vice-President and Treasurer and cheques signed by two of the three signing officers
- Authority to pay all bills and invest funds is authorized by the Association

Roles of Directors:

A member of the Executive is commonly referred to as a director in most organizations today. Other than the responsibility of the Treasurer, designation of signing officers and preparation of the annual financial report, the by-laws of YARA do not explicitly describe the roles and responsibilities of the Executive and other officers.

In YARA, like many organizations, a position on the Executive is largely “what you make it.” The sections below, however, will describe the roles and responsibilities that are commonly followed in many non-profit organizations. There are additional roles and responsibilities that have been recommended to reflect the current needs of YARA. These may be changed from time to time.

In the roles below, it is indicated that directors should “attend all general meetings and executive meetings”. This is a suggestion and it is realized that everyone is not able to attend all meetings all the time. However, it is important that directors attend as many of the meetings that they can to manage the business of the organization.

Immediate Past-President:

The role and responsibility of the Immediate Past-President (and other previous presidents, for that matter) is to provide advice and mentorship to the current President and other directors. Past-presidents have gained knowledge, experience, and contacts that are invaluable in an organization and is absolutely necessary for the continuity of YARA.

The Immediate Past-President often has time to look at the big picture of the organization and can see what projects and activities would be beneficial to the organization.

The responsibilities of the Immediate Past-President are:

- Attend all general meetings and executive meetings
- Meet informally with the President and other members of the Executive from time to time to provide advice and information as required for the successful operation of the organization
- Establish and chair the Nominating Committee to ensure that there is a slate of officers for upcoming AGM. (It is suggested that this activity should be started at least 2 months prior to the date of the AGM.)

- As “trustee” of the YARA Handbook, initiate an annual review to ensure that all sections are current and relevant
- Encourage new members to join YARA and to be involved in YARA activities
- Encourage members to become involved as directors or take the lead on YARA projects

President:

The President has a number of responsibilities:

- Attend all general meetings and executive meetings
- Official chairperson at all meetings – this responsibility may be delegated to other members from time to time
- Providing guidance to other members of the Executive Committee in terms of their responsibilities and schedule of events throughout the year
- Official spokesperson for YARA, although this may be delegated to other members of YARA for specific functions such as for publicity, media coverage or committee activities
- Encourage new members to join YARA and to be involved in YARA activities
- Encourage discussion of projects for the coming year and seeks a consensus of what activities YARA will focus on in the coming year
- Encourage members to become involved as directors or take the lead on YARA projects

Vice-President

In some organizations the position of Vice-President is viewed as automatically leading to the position of President. In YARA this is not the case – the position of Vice-President is key role on the the Executive Team and has distinct responsibilities. Any member in good standing may seek the position of President or Vice-President at any AGM.

The Vice-President's responsibilities include:

- Attend all general meetings and executive meetings
- Chair meetings in the absence of the President, when no one has been delegated to chair the meeting.
- As “trustee” of the the Annual Calendar of Events:
- Keep the calendar of events current
- Remind members of the Executive of upcoming events and when they should be initiated e.g. nominating committee, registration for trade show, posting notices for AGM, etc.
- Report monthly on the status of events on the calendar, if they are not already items on the meeting agenda
- Prepare an annual summary report of events and accomplishments of YARA
- As “trustee” of the Record of Projects:
- Maintain a list all YARA projects
- Report monthly on the status of projects, if they are not already items on the meeting agenda
- Prepare an annual summary report of projects and accomplishments of YARA
- Fill-in for duties for the President when the President is absent
- Provide support to the President and other members of the Executive
- Assist with meetings if other Executive members are absent. E.g. Secretary, director's, etc.
- Encourage new members to join YARA and to be involved in YARA activities.

Treasurer:

The Treasurer's duties are outlined in the bylaws, but further clarification may be helpful:

- Attend all general meetings and executive meetings.
- The Treasurer prepares an annual budget or forecast after the membership has approved a program of projects and activities for the year.
- With the approval of the membership, the Treasurer may engage the services of a bookkeeper or accountant to assist with the records and preparation of financial reports
- The membership may authorize an honorarium to the Treasurer if the special projects arise
- Keep copies of applications for funding assistance
- Keep copies of all minutes that record financial decisions of YARA
- Encourage new members to join YARA and to be involved in YARA activities.

Secretary:

The Secretary's duties are as follows:

- Attend all general meetings and executive meetings.
- Record all decisions (motions and consensus) of YARA at all general and special and prepare minutes for distribution to the Executive
- If the Secretary is unable to attend a meeting, make arrangements for another member to record the minutes
- Maintain files of all correspondence
- Encourage new members to join YARA and to be involved in YARA activities.

Ex-Officio Member of the Executive:

The by-laws indicate that this director represents the Associate Members as defined in the section on "Membership". It does not require this director to be an Associate Member. Associate members are important to YARA. Although they may not have their radio licence, they are often actively involved in YARA activities and events. They may be encouraged to get their licence.

The responsibility of this position is to ensure that the interests of Associate Members are represented at all general meetings and YARA events and activities. The responsibilities of this position are:

- Attend all general meetings and executive meetings.
- Have a current copy of the membership list and should know the names of all associate members and what their interest is.
- Meet with associate members or talk to them from time to time to see that the organization is meeting their needs. This might take place at YARA events or social activities.
- Encourage new members to join YARA and to be involved in YARA activities.

Other Directors:

The by-laws require a minimum of two Directors and provide that other officers may be appointed to the Executive as "the Association may determine from time to time". YARA has historically established various director positions to reflect the needs of the organization at that time. YARA has recommended descriptions of roles and responsibilities for the director

positions to reflect the needs of the organization and its members. The Association may change these director positions as provided in the by-laws and may change the roles and responsibilities as required. They serve as guidelines for the directors and the members.

YARA also has a practice of encouraging members to initiate activities that they are personally interested in and which will benefit YARA and/or YARA members. These members do not need to be on the Executive to take the lead on some of these projects: E.g. Trade Show, Mini-field day, advanced courses, EMO exercises, contests, etc. These projects, like others, however, should be formally accepted by the Association at one of the general meetings. This is to ensure support of YARA and to provide opportunities for participation by other members. These projects will be listed YARA's annual projects.

Director – Membership:

The health of an organization is about its members. The Director – Membership has responsibilities to:

- Attend all general meetings and executive meetings.
- Maintain a current list of all members, contact information and licence information.
- Present a membership report at each general meeting (e.g. # number of members & information on any new members)
- May prepare a “new members kit” and give to new members (may include: membership card, frequency card, contacts of other members, copy of Directors Handbook, etc.)
- May prepare an annual development plan for YARA to suggest ways attract new people to become members of the organization.
- Encourage new members to join YARA and to be involved in YARA activities.

Director – Road Races:

YARA provides support for radio communications and for records of race participants for two annual road races – bicycle and running. The Director – Road Races is responsible for organising YARA's participation in the race events:

- Attend all general meetings and executive meetings.
- Liaise with race organizers
- Plan YARA's participation in the races
- Provide information to all YARA members via the Reflector, and general meetings
- Encourage members to participate in race event
- Provide coaching and instruction to new members who participate in the race events.
- Encourage new members to join YARA and to be involved in all YARA activities.

Director – Technical:

YARA is responsible for developing and maintaining a Yukon-wide repeater network and other radio communications services. The Director – Technical is responsible to:

- Attend all general meetings and executive meetings
- Develop an annual technical plan
- Prepare a year-end report on major technical projects
- Recommend technical projects

- Lead technical projects approved by YARA
- Advise YARA on technical matters
- Encourage involvement by members in some technical projects from time-to-time.
- Encourage new members to join YARA and to be involved in YARA activities.

Director At-Large – Technical:

YARA is responsible for developing and maintaining a Yukon-wide repeater network and other radio communications services. The Director-at-Large – Technical is responsible for:

- Attend all general meetings and executive meetings.
- Work with the Technical Director as required
- Provide support to the Technical Director as required
- Lead technical projects approved by YARA
- Advise YARA on technical matters
- Encourage involvement by members in some technical projects from time-to-time
- Encourage new members to join YARA and to be involved in YARA activities.

Director – Remote Operations:

YARA undertakes a variety of projects thorough the year. Some of these projects require a member with knowledge and experience in a broad area of radio communications to help with special projects and been an Elmer to newer members. In 2007 it initiated an HF Remote project, which enables licenced amateur operator to operate a remote HF station from their home via the Internet. Director – Remote Operations is responsible to:

- Attend all general meetings and executive meetings.
- Lead technical projects approved by YARA
- Advise YARA and members on technical matters
- Encourage new members to join YARA and to be involved in YARA activities.

Director – Training:

Sometimes YARA organizes formal communications courses and workshops for its members and the public. It is also involved in number of communications activities every year. The Director – Training is responsible to:

- Attend all general meetings and executive meetings.
- Prepare an annual training plan. The training plan will identify YARA activities which are considered to training exercises for the members
- Encourage YARA to organize appropriate communication courses for its members and for prospective members. (This does not mean that the Director – Training is responsible for organizing the courses or will be the instructor for these courses.)
- Develop and maintain a record of members participation in training events
- May develop certificates or recommend other ways that a member may be recognized for participation in training activities.
- Encourage new members to join YARA and to be involved in YARA activities.

Director At-Large – Yukon Marine Distress System:

YARA, working closely with the Yukon Power and Sail Squadron (YPSS) and other “partners”: Yukon Electrical Company, EMO (Emergency Measures Organization) DFO (Department of Fisheries), Yukon Government, and Industry Canada, developed and maintains a communications system for Yukon boaters on major southern lakes and rivers. The Director - Yukon Marine Distress System is responsible to:

- Attend all general meetings and executive meetings.
- Maintaining communications between YARA and YPSS and other partners in the system.
- Reporting on current activities in the system
- Recommending YARA activities with respect to the system
- Encourage new members to join YARA and to be involved in YARA activities.

Director At-Large – Rural:

YARA has a active members through out Yukon. Many YARA activities take place in or around Whitehorse, and not all members living outside of Whitehorse are able to participate in these activities. The responsibility of this position is to ensure that the interests of members and potential members living outside of Whitehorse are represented at all general meetings and YARA events and activities. The responsibilities of this position are:

- Attend all general meetings and executive meetings whenever possible when visiting the locations where the meetings take place.
- Participate in YARA business discussions via the Internet or other communications technology.
- Participate in YARA events, contests and other activities whenever possible.
- Have a current copy of the membership list and know the names of all rural members and what their interest is.
- Meet with rural members or talk to them from time to time via the radio network, telephone or Internet to see that the organization is meeting their needs.
- Encourage new members to join YARA and to be involved in YARA activities.

Director – Internet:

YARA has a website and an “email reflector”. The Director – Internet is responsible to:

- Attend all general meetings and executive meetings.
- Be the web master for YARA
- Maintain the “reflector” (email list server)
- Encourage new members to join YARA and to be involved in YARA activities.