

Board Self (Governance)

Board Structure

GFOA Alberta – Policy Manual

Policy Type: Board Self (Governance)	Number: 2.2.3
Policy Name: Board Structure	Original Effective Date: May 6, 2020 Date of Last Amendment:

The Board of Directors (Board) shall be elected from the active members in good standing, residing in Alberta and shall be comprised of the following positions:

- The immediate Past-President
- President
- Vice-President
- Secretary
- Treasurer
- Up to four (4) Directors-at-Large (including a Municipal Affairs Representative)

The Board, with the exception of the immediate Past-President, shall be elected at the annual meeting of the Association and shall hold office for a period on one (1) year, or until their successors have been duly elected.

Vacancies on the Board, however caused, may be filled by an appointment by the Board for the unexpired term of the person creating the vacancy. Such appointment must be made from active members in good standing.

All considerations for filling or nominating any of the above positions are referenced in Policy 2.2.1.

The **Roles and Responsibilities of the Board** (as a whole) are to:

- Set strategic direction and policies for the Association;
- Transact the business of the Association including policy matters;
- Arrange meetings as to time, place and program;
- Manage the Association to meet the purpose and objectives of the GFOA Alberta membership to the best of its ability;
- Perform such other matters as may be deemed to pertain to the advancement, welfare and best interests of the Association and its members.

The **Responsibilities of the President** include the following:

- When present, preside at all meetings of the members of the Association and the Board of Directors.
- Shall be responsible for the general management and supervision of the Executive Director.

The **Responsibilities of the Vice-President** include the following:

- Shall assume the duties of the President in the absence of the latter.

The **Responsibilities of the Secretary** include the following:

- Shall attend all annual, general and special meetings of the Association and all Board meetings and ensure accurate minutes are maintained
- Shall be responsible for the nominations and operation of the Board of Directors election at the AGM.

The **Responsibilities of the Treasurer** include the following:

- Shall review financial operations of the association and present results quarterly, at a minimum.
- Shall submit to the Annual Meeting a statement duly reviewed as hereinafter set forth of the financial position of the Association and shall submit a copy of same to the Secretary for the records of the Association.

The **Responsibilities of the Municipal Affairs Representative** include the following:

- Shall act as a liaison between the Department of Municipal Affairs and the Board of Directors providing relevant information facilitating collaboration with the Department.

The **Responsibilities of the Immediate Past President** include the following:

- Ensure continuity between the previous year and current year, and for chairing the nominating committee.

GFOA Alberta Organizational Chart

