

POSITION:

Board of Directors

TERM:

Two-years (or in accordance with the role on the Board)

RESPONSIBILITIES:

To develop professional organizing through creating awareness of the industry among the public and to provide members with support by giving them access to the tools, training and resources to build their own businesses. The Board will operate within the strategic plan, in adherence with the four identified strategic goals:

1. **Education:** To identify and define the skills, knowledge and education required to excel in the profession, and to deliver diverse educational programs designed to support professional excellence.
2. **Awareness:** To promote awareness of POC as the national authority and resource, representing the diverse nature of our profession.
3. **Member Support:** To provide services and opportunities for member interaction, education, benefits, and business development.
4. **Association Excellence:** To follow best practices in association leadership and management.

MAJOR DUTIES:

All Board Directors will:

1. Adhere and work to achieve the goals as identified in the Strategic Plan and participate in an annual review of the plan.
2. Liaise and act as a resource to the association management firm as a Board and for individual portfolios.
3. Prepare and submit a written report at each Board meeting on activities that have occurred since the last meeting.
4. Prepare a budget related to the portfolio and monitor throughout the year.
5. Create and/or revise all necessary Policies & Procedures pertaining to their portfolios.
6. Uphold the bylaws of the organization.
7. Identify potential candidates for future leadership.
8. Promote the organization to potential members and other interested parties.
9. Attend all regular Board meetings and be in attendance at the Annual General Meeting.

10. Seek cost-savings, efficiencies of workflow and expansion of member benefits wherever possible.
11. Participate in subcommittees as required.
12. Attend Chapter meetings or visit other Chapters as a Board representative when possible.

REPORTS TO: The POC membership