

ACA Job Descriptions

ACA Volunteer Job Descriptions

COMMITTEE CHAIR:

1. Reports to Chair of the Board; may liaise with an identified Board Director.
2. Reports to the full Board on Committee's decisions/recommendations.
3. Sets tone for the Committee's work.
4. Is able to commit a minimum of 8-10 hours per month to the position.
5. Ensures that members have the information needed to do their jobs.
6. Oversees the logistics of the Committee's operations.
7. Works closely with the Executive Directors and/or other staff as agreed to by the Executive Director.
8. Assigns work to the Committee members, sets the agenda and runs the meetings, and ensures distribution of meeting summary to the Board liaison, ACA office, newsletter, committee members as appropriate.
9. Recruits Committee members.
10. Attends, at the invitation of the Board, ACA Leadership Team meetings such as the Planning and Priorities meetings.
11. Coordinates preparation of Committee's AGM report and provides members regular Committee updates through the Bulletin.
12. Identifies Committee recommendations and reports them to the Board.
13. Initiates and leads the Committee's annual evaluation.
14. Is aware of and avoids any conflicts of interest.
15. Is an ACA member in good standing.

COMMITTEE MEMBER:

1. Participates in committee meetings and conference calls or provides reasons for absence.
2. Participates actively in committee discussion and work projects (fair share of the work).
3. Submits tasks / project contributions in advance of deadlines; advises Chair of any delays.
4. Advises Chair of any information needed to do her/his tasks.
5. Reports to the Committee Chair.
6. Works closely with the Executive Director and/or other staff as agreed to by the Executive Director.
7. Is aware of and avoids any conflicts of interest.
8. Is an ACA member in good standing.

ACA Job Descriptions

PRESIDENT:

- a. **AUTHORITY/RESPONSIBILITY:** The Board of Directors is the legal authority for the Association of Canadian Archivists. As a member of the Board, the President acts in a position of trust for the community and is responsible for the effective governance of the organization.
- b. **QUALIFICATIONS/SKILLS:** Ideally has ACA Board or Committee Membership experience or leadership/managerial experience with another organisation. Has an understanding of parliamentary procedures. Has good communication and written skills. Has knowledge and skills in one or more areas of Board governance: policy, finance, programs, and/or personnel.
- c. **TERM:** The President is elected by Membership to serve for a two-year-term.
- d. **REQUIREMENTS:** In addition to the responsibilities outlined in the Board Member Job Description, the President:
 1. Shall be committed to the work of the organization.
 2. Has knowledge and skills in one or more areas of Board governance such as policy, finance, programs, and/or personnel.
 3. Is able to commit a minimum of 15-20 hours per month (includes Board preparation, meeting, committee and meeting time).
 4. Shall be informed of the services provided by ACA and publicly support them.
 5. Shall prepare for and participate in the discussions and the deliberations of the Board.
 6. Shall foster a positive working relationship with other Board members, and staff.
 7. Shall be aware and avoid any conflicts of interest.
- e. **ACCOUNTABILITY:** The President is accountable to the Board of Directors or Members as specified in the bylaws. The President may delegate specific duties to the Executive Director (CSO), to Board members and/or committees as appropriate; however, the accountability for them remains with the President and the Board as a group.
- f. **GENERAL RESPONSIBILITIES:** The President is responsible for ensuring that the Board of Directors and its members:
 1. Is aware of and fulfill their governance responsibilities;
 2. Shall comply with applicable laws and bylaws;
 3. Shall conduct Board business effectively and efficiently; and
 4. Is accountable for their performance.

In order to fulfill these responsibilities, and subject to the organization's bylaws, the President presides over meetings; proposes policies and practices; sits on various committees; monitors the performance of Directors and Officers; submits various reports to the Board, to funders, and to other "stakeholders"; proposes the creation of committees; appoints members to such committees; and performs other duties as the need arises and/or as are defined in the bylaws.
- g. **SPECIFIC DUTIES:** The President:
 1. Is a partner with the Board and the Executive Director in achieving the Association's mission.
 2. Is the primary spokesperson for ACA to the media and community at large.
 3. Chairs the Board of Directors meetings.



ACA Job Descriptions

4. Reports to Board on status of major programs.
 5. Is a signing authority on behalf of the Board for financial and legal purposes.
 6. Attends and address the Annual General Meeting.
 7. Represents the Association to Federal, Provincial, and Municipal officials.
 8. Provides leadership and direction to the Board.
 9. Arranges for Vice President to Chair meetings in their absence.
 10. Represents the ACA at community functions.
 11. In conjunction with the Executive Director, sets monthly Board meeting agenda.
 12. Enhances relationships with other community groups and agencies.
 13. Provides guidance and leadership.
 14. Adheres to general duties outlined in the Board member job description.
 15. Provides leadership to the Board of Directors, who sets policy.
 16. Encourages Board's role in strategic planning.
 17. Appoints the chairpersons of committees, in consultation with other Board members.
 18. Serves ex officio as a member of committees and attends their meetings when desired.
 19. Discusses issues confronting the organization with the Executive Director.
 20. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
 21. Reviews with the Executive Director any issues of concern to the Board.
 22. Monitors financial planning and financial reports.
 23. Plays a leading role in fundraising activities.
 24. Formally evaluates the performance of the Executive Director and informally evaluates the effectiveness of the Board members.
 25. Evaluates annually the performance of the organization in achieving its mission.
 26. Performs other responsibilities assigned by the Board.
- h. **MEETINGS:** The President ensures that an agenda is planned for board meetings. This may involve periodic meetings with committee chairpersons and the Executive Director to draft annual and meeting agendas and reporting schedules.

The President presides over meetings of the Board of Directors. In this capacity, the President:

1. Chairs meetings according to accepted rules of order for the purposes of encouraging all members to participate in discussion and arriving at decisions in an orderly, timely and democratic manner;
 2. Votes as prescribed in the bylaws.
- i. **BOARD-STAFF RELATIONS:** The President is the primary liaison between the Board and the executive director. In this capacity, the President:
1. Meets periodically with the executive director;
 2. Ensures that periodic performance reviews of the executive director are conducted; and
 3. Participates in the hiring and evaluation of the Executive Director.
- j. **COMMUNITY RELATIONS:** The President ensures that the organization maintains positive and productive relationships with media, sponsors and donors, and other organizations. In this capacity, the President serves as primary spokesperson for the



ACA Job Descriptions

organization Duties may include:

1. Representing the organization to the media;
 2. Representing the organization on governmental or nongovernmental organizations and committees;
 3. Timely and appropriate reporting of Board decisions and actions to members and/or sponsors and/or donors.
- k. **SIGNING OFFICER:** The President is designated by the bylaws as one of the signing officers for certain documents. In this capacity, the President may be authorized or required to sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of organization.
- l. **BOARD DEVELOPMENT:** The President ensures that structures and procedures are in place for effective recruitment, training, and evaluation of Board member.
- m. **FUND RAISING:** The President ensures that structures and procedures are in place for securing the resources required by the organization. Depending upon the organization, this may require the President to play a leadership role in fundraising campaigns through personal contributions of services and money.
- n. **DELEGATION:** The President may establish or propose the establishment of committees of the Board, and may assign tasks and delegate responsibilities to Board committees and/or directors.

ACA Job Descriptions

VICE PRESIDENT:

- a. **AUTHORITY/RESPONSIBILITY:** The Board of Directors is the legal authority for the Association of Canadian Archivists. As a member of the Board, the Vice President acts in a position of trust for the community and is responsible for the effective governance of the organization.
- b. **QUALIFICATIONS/SKILLS:** Ideally has ACA Board or Committee Membership experience. Has good communication and written skills. Has knowledge and skills in one or more areas of Board governance: policy, finance, programs, and/or personnel.
- c. **TERM:** The Vice President is selected by Membership to serve for a two-year-term.
- d. **REQUIREMENTS:** In addition to the responsibilities outlined in the Board Member Job Description, the Vice President:
 1. Is a member of the Board.
 2. Is committed to the work of the organization.
 3. Has knowledge and skills in one or more areas of Board governance: policy, finance, programs and personnel.
 4. Is willing to serve on at least one committee.
 5. Attends monthly Board meetings and the Annual General Meeting.
 6. Is able to commit a minimum of 10-15 hours per month (includes Board preparation, committee and meeting time).
 7. Shall be aware of and avoid any conflicts of interest.
- e. **DUTIES:** The Vice President:
 1. Adheres to general duties outlined in the Board Member Job Description.
 2. Shall, in the absence or disability of the President, perform the duties and exercise the powers of the President. In the event of the resignation, death, or incapacity of the President, the Vice-President shall succeed to the President as acting President for the duration of the then President's term.
 3. Shall assist the President in recommending measures to further the objectives of the Corporation upon request and upon the advice of the regional associations in Canada.
 4. Reports to the President.
 5. Chairs the annual Council of Presidents meeting.
 6. Chairs the Governance Committee.
 7. Participates closely with the Chair to develop and implement officer transition plans.
 8. Performs other responsibilities as assigned by the Board.
 9. Attends ACA Leadership Team meetings such as the Planning and Priorities meetings.

ACA Job Descriptions

SECRETARY-TREASURER

- a. **AUTHORITY/RESPONSIBILITY:** The Board of Directors is the legal authority for the Association of Canadian Archivists. As a member of the Board, the Secretary-Treasurer acts in a position of trust for the community and is responsible for the effective governance of the organization.
- b. **QUALIFICATIONS/SKILLS:** Ideally has Board or Committee Membership experience and has the ability to read, understand, and interpret financial statements. Good communication and written skills. Has knowledge and skills in one or more areas of Board governance: policy, finance, programs, and/or personnel.
- c. **TERM:** The Secretary Treasurer is elected / confirmed by the Membership for a two year term.
- d. **REQUIREMENTS:** The Secretary-Treasurer:
 1. Shall comply with all requirements identified in the Board Member Job Description.
 2. Ensures that sensitive financial and corporate information remains confidential (e.g. personnel & compensation details).
 3. Is able to commit a minimum of 10-15 hours per month (includes Board preparation, committee and meeting time).
 4. Shall be aware of and avoid any conflicts of interest.
- e. **DUTIES:** The Secretary-Treasurer
 1. Adheres to general duties outlined in the Board Member Job Description.
 2. Shall maintain or cause to maintain the Corporate Seal and the governance records of the board and ensures effective management of the Association's records (i.e. Board Minutes, annual corporate filing, other statutory requirements).
 3. Shall give or cause to be given notice of all meetings of the members and of the Board of Directors.
 4. Records and verifies the minutes of Board and Membership meetings.
 5. Shall ensure or cause to ensure that minutes are distributed to each Director shortly after every meeting.
 6. Is familiar with legal documents (articles, by-laws, CRA letters, etc.) to note applicability during meetings.
 7. Oversees the financial operations of the Association.
 8. Oversees all fiscal matters of the Association, including budget preparations and the annual audit.
 9. Ensure audited financial statements are presented to the Board on an annual basis.
 10. Calls the motion at Annual General Meeting to appoint the Auditor.
 11. Presents the annual budget to the Board for members' approval.
 12. Ensures development and board review of financial policies and procedures.
 13. Chairs the Finance Committee.
 14. Shall maintain or cause to maintain lists of nominees for office and shall prepare and distribute or cause to prepare and distribute ballots.
 15. Acts as signing authority on behalf of the Board for financial matters.
 16. Acts as a resource to other Directors and Committee Chairs.
 17. Attends ACA Leadership Team meetings such as the Planning and Priorities meetings.



ACA Job Descriptions

DIRECTOR AT LARGE:

- a. **AUTHORITY/RESPONSIBILITY:** The Board of Directors is the legal authority for Association of Canadian Archivists. As a member of the Board, the Director at Large acts in a position of trust for the community and is responsible for the effective governance of the organization.
- b. **TERM:** the Director at Large is elected/confirmed by the membership at the Annual general meeting for a two-year term.
- c. **QUALIFICATIONS/SKILLS:** Ideally has Board or Committee Membership experience. Has good communication and written skills. Has knowledge and skills in one or more areas of Board governance: policy, finance, programs, and/or personnel.
- d. **REQUIREMENTS:** The Director at Large:
 1. Regularly attends Board meetings, the Annual General Meeting, and important related meetings.
 2. Actively participates in the Board's discussion and work projects; prepares for meetings by reviewing the agenda and resource documents.
 3. Volunteers for and willingly accepts assignments, then completes them thoroughly and on time.
 4. Is able to commit a minimum of 10-12 hours per month (includes Board preparation, committee and meeting time).
 5. Stays informed about committee matters, prepares him or herself well for meetings, and reviews and comments on minutes and reports.
 6. Is aware of and avoids any conflict of interest.
 7. Gets to know Board and committee members and builds a collegial working relationship that contributes to consensus building.
 8. Is an active participant in the Board's annual evaluation and planning efforts.
 9. Participates in fund raising for the organization.
- e. **DUTIES:** The Director at Large:
 1. Serves as liaison to the Board Liaison for Student Chapters, Special Interest Sections and Committees as assigned by the Board.
 2. Serves ex officio as a member of for Student Chapters, Special Interest Sections and committees as assigned and attends their meetings when desired
 3. Governs the Association according to the broad policies developed by the Board.
 4. Establishes overall long and short-term goals, objectives and priorities for ACA in meeting the needs of the community.
 5. Recommends policy to the Board.
 6. Promotes ACA membership through community networking, etc.
 7. Is accountable to the funders for the services provided and funds expended.
 8. Monitors and evaluates the effectiveness of ACA through a regular review of programs and services.
 9. Is accountable and seek nominations for election to the Board when appropriate.
 10. Prepares for and participates in the discussions and the deliberations of the Board.
 11. Fosters a positive working relationship with other Board members and ACA staff.
 12. Is aware of and avoids any conflicts of interest.
 13. Attends ACA Leadership Team meetings such as the Planning and Priorities meetings.

ACA Job Descriptions

BOARD MEMBER (DIRECTOR):

- a. **AUTHORITY/RESPONSIBILITY:** The Board of Directors is the legal authority for Association of Canadian Archivists. As a member of the Board, each Director acts in a position of trust for the community and is responsible for the effective governance of the organization.
- b. **TERM:** Each Director is elected/confirmed by the membership at the Annual general meeting. Directors serve for a two-year term. Directors may be re-elected for one (2?) additional term.
- c. **QUALIFICATIONS/SKILLS:** Ideally has Board or Committee Membership experience and has knowledge and skills in one or more areas of Board governance: policy, finance, programs, and/or personnel.
- d. **REQUIREMENTS:** A Director:
 1. Regularly attends Board meetings, the Annual General Meeting, and important related meetings.
 2. Actively participates in the Board's discussion and work projects; prepares for meetings by reviewing the agenda and resource documents.
 3. Volunteers for and willingly accepts assignments, then completes them thoroughly and on time.
 4. Commits five hours per month to Association work (includes Board preparation, meeting and committee meeting time).
 5. Stays informed about committee matters, prepares him or herself well for meetings, and reviews and comments on minutes and reports.
 6. Is aware of and avoids any conflict of interest.
 7. Gets to know Board and committee members and builds a collegial working relationship that contributes to consensus building.
 8. Is an active participant in the Board's annual evaluation and planning efforts.
 9. Participates in fund raising for the organization (nonprofit only).
 10. Is informed of the services provided by leadership volunteers and staff and publicly support them.
- e. **DUTIES:** A Director:
 1. Governs the Association according to the broad policies developed by the Board.
 2. Establishes overall long and short-term goals, objectives and priorities for ACA in meeting the needs of the community.
 3. Recommends policy to the Board.
 4. Promotes ACA membership through community networking, etc.
 5. Is accountable to the funders for the services provided and funds expended.
 6. Monitors and evaluates the effectiveness of ACA through a regular review of programs and services.
 7. Is accountable and seek nominations for election to the Board when appropriate.
 8. Prepares for and participates in the discussions and the deliberations of the Board.
 9. Fosters a positive working relationship with other Board members and ACA staff.
 10. Attends ACA Leadership Team meetings such as the Planning and Priorities meetings.