

## **Board Member Duty Descriptions**

Updated: May 6, 2025

Note: standing (permanent) committees mentioned below include the Executive Committee, Finance Committee, and Fundraising Committee. The Executive Committee develops, reviews, and revises Board policy, supervises Executive staff, and makes decisions on behalf of the greater board when full board input or vote is not needed. The Finance Committee oversees organization financial management, ensuring completeness, accuracy, and consistency of accounting recording, and briefs the Board regularly on financial standing. The Fundraising Committee aids in high-level fundraising activities such as planned giving, securing new contacts for the organization, and liaising with large donors, and works on fundraising policy as needed.

Note: Existing policies eluded to below include the Risk Management Policy and Finance Policy. Policies currently being drafted include a Volunteer Policy and Ethics Policy.

### **President**

- 2 year term
- 1 position available per term
- Est. 10 hrs/month time commitment
- Chairs NatureNS board meetings, Chairs the Executive Committee, may chair or participate in other committees as needed.
- Supervises the NatureNS Executive Director staff role and, together with the Executive Director, liaises between staff and the board, bringing reports and updates to the board as needed.
- Leads strategic planning initiatives, such as drafting new strategic plans, creating or updating policies, etc.
- Acts as a public face for the organization, may respond to general inquiries or put out statements on behalf of the organization.

### **Vice President**

- 2 year term
- 1 position available per term
- Est. 6 hrs/month time commitment
- Fills in for the President as needed, chairing meetings or leading committees, participates in the Executive Committee, may participate in other committees as needed.
- Participates in strategic planning initiatives.
- Is expected to lead at least one permanent or special committee or other operational initiative, such as Chairing the Fundraising Committee, initiating temporary committees to give projects guidance (ex. Species At Risk Committee, Forests Committee, etc.), or collaborating with staff to lead a project or event.

**Treasurer**

- 2 year term
- 1 position available per term, role may be combined with the Secretary
- Est. 6 hrs/month time commitment
- Participates in the Executive Committee, Chairs the Finance Committee, may participate in other committees as needed
- Assists with new employee onboarding and coordinates ongoing salary and source dedication payments with the input of the bookkeeper, on a biweekly basis
- Collaborates with the Executive Director staff role and Finance Committee to bring yearly finance reports, budgets, and other finance matters to the board.
- Completes biyearly quality checks of the organizations' financial record keeping as per the NatureNS Finance Policy.
- Maintains a monthly record on file and understanding of organizations' financial standing, as a back up to primary, staff-led recordkeeping, provided by the Executive Director and Bookkeeper.
- Collaborates with the Executive Director to have a yearly audit conducted and shares results with the board.

**Secretary**

- 2 year term
- 1 position available per term, role may be combined with the Treasurer
- Est. 5 hrs/month
- Works with staff and other board members as needed to prepare meeting agendas and send out meeting notices to the board.
- Welcomes new board members with all necessary documents
- Participates in the Executive Committee, may participate in other committees as needed.
- Takes board meeting minutes and maintains a record of all board meeting minutes, motions, bylaws, society policies, and other documents
- Prepares annual filing for the Registry of Joint Stock Companies
- Maintains board member address and contact information file for annual filing

**Past President**

- Not elected, appointed from previous term, if interested
- Non-voting position
- 4 hrs/month time commitment
- Provides historical information and context to board discussions
- May participate in committees and may lead or participate in strategic planning initiatives.

**Appointed (Organizational) Director(s)**

- 2 year term
- 5 positions available per term
- 4 hrs/month time commitment
- Represent the interests of NatureNS member organizations. Typically, these positions are limited to Organizational Member representatives and they represent their organizations on the NatureNS board, though Associate Member representatives may serve if they wish and the board approves.
- May participate in committees
- Are expected to participate in strategic planning initiatives as needed.

**Directors (s) At Large**

- 2 year term
- 4 positions available per term
- 4 hrs/month time commitment
- Represent the interests of NatureNS individual members and/or the broader natural history community. These positions may be filled by any current member.
- May participate in committees
- Are expected to participate in strategic planning initiatives as needed.