

## BOARD OF DIRECTORS POSITION - DUTIES AND RESPONSIBILITIES

1. Report directly to the President and sit on the Executive Committee.
2. Work with the President in the development of all meeting agendas and the coordination and copying of all meeting materials as may be required.
3. Record all minutes of Executive Committee meetings and meetings of the Board of Directors with the exception of the annual general meeting where the conference committee shall appoint a recording secretary.
4. Act as the Association's contact in arranging all conference telecommunications throughout the year.
5. Write correspondence as directed by the President and/or Executive Committee and Board of Directors, keeping copies of all such information in a safe location during his/her term.
6. In the absence of the President and secondly the President-Elect, assume the position of President and discharge those duties. In that capacity the Secretary Treasurer shall possess all of the powers enjoyed by that office.
7. Record and keep copies of all constitutional, bylaw and policy manual changes in a safe location during the term of office.
8. As a signing officer of the RFABC the Secretary Treasurer shall sign cheques required to conduct the day-to-day business of the Association. The appointee will work closely with the Education Chair in the direct issue of instructor honorariums and expenses that have been approved by the Education Chair. Related expenses shall only be reimbursed when accompanied by the completed expense form and related receipts.
9. The Secretary Treasurer shall assume the function of accounts payable and bank reconciliations (utilizing Quicken) whereas the Executive Director will maintain the function of accounts receivable. Bank statements and cancelled cheques will be mailed to the Secretary Treasurer. The bank account shall be located in the community where the Executive Director resides.
10. Administer the finances of the Association and prepare financial statements on a quarterly basis to be reviewed by the Finance Committee. Prepare and present all documentation to the Association's auditor for the annual audit.
11. Prepare written reports for the annual fall board meeting and the annual general meeting.
12. Attend all meetings of the Executive committee and Board of Directors as will be required throughout the term.
13. Work to the standard established by the RFABC Code of Ethics.