

Rams for Life Alumni Association

Responsibilities of the Board

The mission of Rams for Life Alumni Association is to help Sir Wilfrid Laurier Secondary School maintain a high standard of academic and athletic excellence through gifts and advice, and to provide a formal structure for the ongoing development of relationships between all those who have been a part of Laurier throughout its history.

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for

- determining the mission and purposes of the organization
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- approving and monitoring the organization's programs and services
- enhancing the organization's public image
- assessing its own performance as the governing body of the organization.

Responsibilities of Individual Board Members

Each individual board member is expected to

- know the organization's mission, policies, programs, and needs
- read and understand the organization's financial statements
- serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission
- leverage connections, networks, and resources to develop collective action to fully achieve the organization's mission
- become an annual member of the association
- give a meaningful personal financial donation
- help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy
- prepare for, attend, and conscientiously participate in board meetings
- participate fully in one or more committees as needed.

Other responsibilities of nonprofit board members

- follow the organization's bylaws, policies, and board resolutions
- sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- maintain confidentiality about all internal matters of the organization

Positions of the Board include

EXECUTIVE COMMITTEE

Chair

- Serves as the chief volunteer of the organization
- Provides leadership to the Board of Directors, who sets policy
- Develops agendas for meetings
- Chairs meetings of the board of directors
- Recommends to the board which committees are to be established
- Seeks volunteers for committees and coordinates individual board member assignments
- Appoints the chairpersons of committees, in consultation with other board members
- Serves ex officio as a member of committees and attends their meetings when invited
- Ensures that board matters are handled properly, including committee functioning, recruitment of new board members, orientations, and meeting preparation
- Discusses issues confronting the organization
- Helps guide and mediate board actions with respect to organizational priorities and governance concerns
- Monitors financial planning and financial reports
- Evaluates the performance of the CEO/Executive Director and the effectiveness of the board members
- Annually evaluates the performance of the organization in achieving its mission and objectives
- Speaks to the media and represents the organization to the community
- Annually reviews matters of governance that relate to the board's structure, role

Vice-Chair

- Acts as the Chair in his or her absence
- Reports to and works closely with the Chair to assist with his or her duties
- Assigned to a special area of responsibility such as membership, media, personnel, annual event, etc.
- Performs other duties as assigned by the Chair

Treasurer

- Manages the finances of the organization, including the board's review of and action related to, financial responsibilities
- Ensures appropriate financial reports are made available to the board and members
- Regularly reports to board on key financial events, trends, concerns, and assessment of fiscal health
- Provides annual budget and financial report to the board for members' approval
- Ensures development and board review of financial procedures and systems
- Chairs the Finance Committee and prepares agendas for meetings
- Recommends to the board whether the organization should have an audit
- Assists in the selection of an auditor, if needed, and meets with him or her annually

Secretary

- Maintains records of the board and ensures effective management of the organization's records
- Manages the minutes of board meetings
- Ensures minutes are distributed to members in a timely manner after each meeting
- Is sufficiently familiar with legal documents (articles, by-laws, etc.) to note applicability during meetings

Administrator

- Plans and oversees the logistics of committee operations
- Reports to the Chair
- Ensures committee members have the information needed to do their tasks
- Maintains the task list for association initiatives
- Works with applicable staff in achieving the objectives of the committee
- Evaluates committee effectiveness in reaching goals and objectives
- Manages marketing and communications for the association, including the website
- Supports the executive committee with projects as needed

COUNCIL MEMBERS

Club liaison:

- Main point of contact for Laurier clubs
- Maintains active list of sanctioned clubs at the school
- Gathers information and advocates for the needs of the various clubs
- Regularly attends and contributes to Board meetings
- Represent the Board on event committees

Male sport liaison:

- Main point of contact for matters concerning male sport teams
- Working with coaches and the Athletic Director to identify needs
- Presents and advocates for said needs at Board meetings
- Regularly attends and contributes to Board meetings
- Represent the Board on event committees

Female sport liaison:

- Main point of contact for matters concerning female sport teams
- Working with coaches and the Athletic Director to identify needs
- Presents and advocates for said needs at Board meetings
- Regularly attends and contributes to Board meetings
- Represent the Board on event committees

Parent liaison:

- Main point of contact for parents
- Ensures that parent voices are heard at Board level meetings
- Regularly attends and contributes to Board meetings
- Represent the Board on event committees

Francophone liaison:

- Main point of contact for Francophone community in school
- Ensures that Francophone voices are heard at Board level meetings
- Regularly attends and contributes to Board meetings
- Represent the Board on event committees

Staff liaison (all other programs):

- Member of school staff
- Main point of contact for staff
- Ensures that staff voices are heard at Board level meetings
- Regularly attends and contributes to Board meetings
- Represent the Board on event committees

Student liaison:

- Current Laurier student
- Main point of contact for student body
- Ensures that student voices are heard at Board level meetings
- Regularly attends and contributes to Board meetings
- Represent the Board on event committees

Past President (when have):

- Be the voice of experience / corporate history for the Board
- Ensure that the mission is adhered to
- Regularly attends and contributes to Board meetings
- Represent the Board on event committees