

Fierté Canada Pride

Board Position Descriptions

President

- The President shall, preside at all meetings of the members of the Corporation and of the Board of Directors.
- The President shall also be charged with the general management and supervision of the affairs and operations of the Corporation.
- The President, with the Secretary or with another officer appointed by the board for the purpose, shall sign all bylaws and membership certificates.
- During the absence or inability of the President, their duties and powers may be exercised by the Vice President, Governance, or another director as the board may from time to time appoint for the purpose.
- Work with all committees.
- Lead the organization's strategic planning, long and short term.
- Official spokesperson for FCP.
- Be an official signing authority of the corporation.

Vice President Governance:

- In the absence of the president being able to perform/discharge their duties, the VP Governance will exercise any/all powers of President.
- Coordinate regulatory compliance and submit reports in conjunction with the Secretary. i.e. Corporate Returns, year-end reports.
- Chair the election committee and be an active member of the recruitment committee.
- Chair the by-law review committee.
- Report governance issues to the board.
- Consult on governance issues where appropriate.
- Work with the President on the strategic planning, long and short term.
- Be an official signing authority of the corporation.

Vice President Membership:

- In the absence of the President and Vice President Governance, the VP Membership will perform the duties and exercise the powers of both the president and VP Governance.
- Coordinate and provide leadership and direction to Communication Director & Regional Directors in their outreach and ongoing communication efforts.
- Manage all membership applications and benefits.
- Maintain a current membership list.
- Working with the Director of Communion & Executive, maintain regular (i.e. quarterly) communication with the membership.
- Oversee annual conference and AGM bid process/procedures.

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Secretary

- The Secretary is clerk of the Board of Directors.
- Attend all meetings of the Board of Directors and record all facts and minutes of all proceedings.
- Disseminate minutes to board members.
- Track attendance of directors at meetings.
- Give ensure proper notice is given to members and directors for any applicable meetings.
- Be the custodian of the seal of the Corporation and of all books, papers, records, correspondence, contracts and other documents.
- Coordinate regulatory compliance and submit reports in conjunction with the VP Governance. i.e. Corporate Returns, year-end reports.

Treasurer

- Maintain full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account and deposit all moneys or other valuable effects in the name and to the credit of the Corporation in such bank(s) as designated by the Board of Directors.
- Disburse the funds of the Corporation under the direction of the Board of Directors and provide regular reports of the financial position of the Corporation.
- Chair the audit committee.
- Chair or designate chair of the scholarship committee.
- Be an official signing authority of the corporation.

Director - Communications

- Manage and administer the FCP website and email systems.
- Develop and execute plans for promotional and marketing activities, including messaging, branding, collateral and placement.
- Manage and administer general communications with internal and external stakeholders, including volunteers, members, the media, and the general public.
- Ensure high-quality branding and high visibility of AGM programming.
- Establish processes and protocols for internal & external communications.
- Maintain a strong web and social media presence for the organization.
- Working with the President, VP Membership and Regional Directors, maintain regular (i.e. quarterly) communication with the membership.
- Facilitate french translation where required.

Regional Directors

- Act as a liaison for the Pride organizations in their region, providing regular updates to the Board of Directors, including updated Pride organizations and festival dates in the region.
- Act as a conduit for FCP information to regional Pride organizations and FCP members.
- Serve as the key recruiting force for FCP, seeking to bring new members into the organization.
- Sit on at least one Board committee, either standing or ad hoc.
- They shall also perform such other duties as may from time to time be determined by the Board of Directors.
- Liaise with InterPride Regional Directors.

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FCP Director Performance Criteria:

Attendance at Meetings

(in person or via electronic means, eg. teleconference or Skype)

- Annual General Meeting (1 per year);
- Board meetings:
 - Regular (9 to 12 per year);
 - Special (eg. Emergency meetings – as needed);
- Standing committee meetings;
- Ad-hoc/Special committees.

Attendance Criteria

- 80% attendance at board meetings;
- A verbal report is required for each meeting or written report if not in attendance;
- Secretary to track attendance at each meeting.

Communication

- Clear, open and frequent communication is critical to successful participation on the FCP Board;
- Consistent communication with board members;
- Respond in a timely manner (3 - 4 business days) to all email and voice communication
- Inform the President, Vice-Presidents and/or Secretary of extended absences with sufficient notice.

Participation

- Consistently be active in your board role;
- Prepare in advance for meetings;
- Bring new ideas and catalyze substantial discussion;
- Regular contact with board members and membership;
- Be constructive and professional in tackling challenging issues;
- The needs of the organization are placed ahead of personal interests.

Enactment of these criteria

- Review by the VP Governance in collaboration with the board;
- The board will offer perspective and make recommendation on sensitive matters, feedback to individual directors will be conveyed by the President or Vice-Presidents verbally or in writing, depending on the substance of the matter.

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Desired Qualities and Attributes:

In addition to meeting the requirements outlined above, ideal candidates for Director will have demonstrated experience in one or more of the following:

- **Financial management**
 - Long-range planning and decision-making that affects the organization for short-term effectiveness and long-term goals
 - Setting financial goals in conjunction with the overall strategic objectives of Fierté Canada Pride
- **Legal/Governance**
 - Not-for-profits, charitable status
 - Trademark law
- **Human Resources**
 - Leading initiatives on increasing the diversity of an organization at all levels – including volunteers, staff (if applicable) and members
 - Familiarity with direction setting based on the strategic goals of the organization and the associated policy formation and implementation
- **Not-for-profit management**
 - Strong experience and understanding of how not-for-profits function
 - Different challenges, how to advance the goals and priorities within an organization and externally
- **Strategic planning**
 - Determining priorities for the year, long-term planning and projects to pursue
- **Marketing and communication**
 - Experience building and promoting relationships with community members, community organizations, government officials, external relations
 - Ability to produce regular communications in both English and French (including monthly newsletters, press releases and reports)
 - Experience managing a bilingual website
- **Change management**
 - Experience with navigating and/or leading an organization through significant, organization-wide change.
 - Knowledge of how to bring people together while a new structure is being created
- **Project management**
 - Ability to take a project from the initial brainstorming stage through to implementation or detailed implementation plan