

Board of Director Job Descriptions - York Centre Conservative Association

Overview

According to our Constitution, the role of the Board of Directors is to manage and direct the affairs of the Electoral District Association (EDA) to meet the following objectives:

1. To support and promote the principles, objectives and policies of the Conservative Party of Canada (CPC), and to maintain an effective Association for that purpose;
2. To select a candidate to represent the CPC in the Association for each federal election and by-election;
3. To encourage the participation and recruitment of youth;
4. To assist and promote the election of the Candidate of the CPC in the Association for each federal election and by-election;
5. To raise money and maintain a fund to support the Association and to assist candidates in federal elections and by-elections;
6. To actively identify potential supporters;
7. To recruit members to carry out the objectives of the CPC and the Association; and
8. To comply with the obligations, and benefit from the rights and privileges of being an Association of the CPC.

Stated more succinctly:

The job of the Board of Directors is to elect a strong candidate who supports CPC principles and policies. This is achieved by attracting like-minded members to raise funds, build the membership, maintain an active association between elections, develop policy, select a candidate, and conduct an effective election campaign.

Despite the straightforward objective, the effort required is significant -- especially since it is performed by volunteers. Recognizing that the Board of Directors is the core group of volunteers in the Association, the Constitution allows a large number (up to thirty) of directors. But, numbers alone will not guarantee success. The Board must also organize itself and the tasks to be completed so that it can work effectively as a team to achieve the Association's objectives.

Accordingly, the Board has created several positions, each having a different primary responsibility. To ensure that prospective directors understand the commitment they are expected to make when they stand for election to the Board, a description of each position and the time commitment involved is presented in the following sections of this document. Because of the large amount of work and its volunteer nature, it is essential to have every Board member contributing actively. Having several Board members resign because of an unexpectedly high workload can leave the rest of the Board to shoulder additional work – including the job of

finding replacements. Since the Constitution permits only four directors to be replaced during the year, it is vitally important that members join the Board with a full appreciation of the commitment required.

While each job description below describes the primary role of one person, many jobs require the assistance of the entire Board. For example, the Fund Raising Director will lead that activity by establishing a small fund raising committee to plan and organize the year's activities. However, every Board member is expected to participate in the labor-intensive phone canvassing campaigns and to recruit other volunteers to help as well. As another example, the Communications Director may personally create the newsletter and have it printed but will need help from either the Board or other volunteers to stuff, label, stamp and seal the envelopes. And, of course, during an election, "all hands on deck" is the expectation. The bottom line is that, when it comes to time commitment, monthly attendance at a two hour Board meeting is only the "tip of the iceberg".

Finally, members who seek election to the Board must recognize that it is not a platform for promoting their personal political opinions. The Board represents ALL members of the association and must respect that they hold a range of opinions. Like other members of the Association, Board members should participate in the Policy Committee to promote their policy positions.

Executive Committee (Officer) Positions

The EDA Constitution defines a seven person Executive Committee of the Board to conduct the "day to day" affairs of the Association. The Executive Committee is comprised of the following positions: President, Vice-President, Secretary, Financial Agent and not more than three additional members of the Board of Directors. The York Centre EDA has typically chosen to assign the Vice-President as Election Readiness / Volunteer Director and the three additional Executive members to such positions as Communications Director, Membership/CIMS Director, Outreach Coordinator, and Fundraising Director.