

# **CFUW-HAMILTON DIRECTORS JOB DESCRIPTIONS – JAN. 2025**

## **Directors' Key Responsibilities**

### **1. Approval of Members**

The Executive Committee shall direct the activities of the Club subject to the approval of the General Membership.

### **2. Duties of Executive**

Each member of the Executive shall perform such duties as pertain to her Office, or as may be assigned by the Executive Committee, including exercising due diligence in financial management, consistent with federal, provincial and municipal requirements

### **3. Periods of Office**

The President shall not hold their position for more than two consecutive years; the Treasurer shall not hold their position for more than five consecutive years.

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#### **A. The President shall:**

- a. Conduct all Executive, General, Annual General and Special meetings
- b. Be an ex-officio member of all Committees
- c. Be the official spokesperson for the Club or appoint a designate in her/their place
- d. Conduct all correspondence
- e. Ensure that the CFUW Club Constitution & By-Laws and the Scholarship Fund Constitution remain current
- f. Attend to all Club matters pertaining to CFUW National and CFUW Ontario Council.

#### **B. The Vice President shall:**

- a. Fulfill the duties of the President when she is not available and other responsibilities as appropriate
- b. Assist in the assembling of the Club's Annual Report and reports of the Interest Groups at the September Welcome Back meeting

#### **C. The Past President shall:**

- a. Attend Directors' meetings and assist as a resource
- b. Work with a nominating committee to prepare a Slate of Officers to present at the Club's AGM for election.
- c. Be responsible for other responsibilities as appropriate

#### **D. The Recording Secretar(ies) shall:**

- a. Record the minutes of general meetings of the Club and the minutes of the Annual General Meeting
- b. Record the minutes of the Executive Committee

#### **E. The Treasurer shall:**

- a. Attend Directors' Meetings
- b. Keep a record of accounts and prepare financial statements, subject to audit before the Annual General Meeting

c. Have care and custody of the Club's funds:

- Make deposits on a regular basis,
- Balance cheques with members,
- Recover fees for NSF cheques,
- Reconcile monthly bank statements,
- Prepare cheques,
- Ensure that charitable donations are deposited into our charitable bank account; that charitable receipts are sent out to donors to our scholarship program once a year; and a yearly report is prepared for CRA on our charitable scholarship program,
- Manage GICs,
- Pay Ontario/National and Graduate Women International (GWI) dues.

d. Prepare the Club budget in consultation with executive members

e. Present the proposed budget and to the Executive Committee for discussion at the March Executive meeting, and submit the proposed budget for review and approval by the Membership at the Club's AGM in May of every year

f. Present the draft final financial statement to Executive Committee for discussion at the March executive meeting; submit the financial statement to an outside auditor for review and approval by the Membership at the Club's AGM

g. Ensure that funds raised for our scholarships are deposited into our charitable fund account set up for that purpose; that charitable receipts are provided to those who make donations to our scholarship program; that a yearly report is submitted to the Canada Revenue Agency (CRA)

h. Serve as ex-officio member of the Scholarship Fund committee and the Fund-Raising Committee

i. Unforeseen expenses exceeding \$100 shall be made only when authorized by the General Membership unless the membership has voted and approved of other arrangements

#### **F. Scholarship Convenor shall:**

a. Chair the Scholarship Trust Fund Committee

b. Report to Ontario Council on scholarship activities

b. Liaise with McMaster University, Mohawk College, and the Hamilton Child and Family Supports (HCFS) Bursary program (formerly known as the Hamilton Children's Aid Society) and other bodies as appropriate for scholarships

#### **G. The Membership Development Convenor shall:**

a. Keep an up-to-date record of all members

b. Take name tags to club events

c. Remind members of renewal of annual memberships & welcome new members

c. Work with the Treasurer to ensure receipts of payment for Membership are issued

d. Help compile and distribute the Club Directory to all Members in good standing by the November General Meeting in collaboration with the newsletter editor

#### **H. The Archivist shall:**

a. Attend Directors' Meetings

b. Manage and maintain documents and other materials that have historical importance for CFUW-Hamilton, make information accessible to users, some in digital format, and arrange and catalogue the clubs records (such as minutes, newsletters, etc.).

#### **I. The Program Convenor(s) shall:**

a. Arrange for speakers or entertainment for monthly in-person and Zoom general meetings as approved by the Executive Committee

b. Work on program planning details in collaboration with an AGM subcommittee, including a keynote speaker, venue, and luncheon arrangements

**J. The Communications Convenor(s) shall:**

- a. Be responsible for coordinating, designing and distributing the monthly newsletter and all other communication necessary to the Membership
- b. Oversee the Club's Website and Social Media platforms
- c. Oversee communication about the club's activities with members and the general public via social media and emails
- d. Oversee and message local media to promote and inform of the Club activities in the community.

**K. The Social Convenor(s) shall:**

- a. Be responsible for the refreshments at Club monthly general meetings and the annual general meeting; make venue arrangements for monthly general meetings

**L. The Fundraiser Convenor(s)** shall oversee major fundraising projects of the Club with the assistance of a working group.

**M. The Interest Group Convenor(s) shall:**

- a. Oversee the activities of each Club interest group.
- b. Promote and encourage creation of new group activities to meet interests.
- c. Provide opportunities at the first fall meeting for members to sign up or at other times throughout the year
- d. Ensure that all Interest Group participants are Members in Good Standing

**N. The Advocacy Convenor shall:**

- a. Work with a subcommittee to identify advocacy activities the club could undertake consistent with the principles and resolutions of CFUW National and Ontario Council
- b. Distribute proposed Resolutions from CFUW National or CFUW Ontario Council for study by the Club in the spring of each year
- c. Prepare motions to approve, amend or reject the proposed Resolutions at a General Club Meeting in time to respond as per instructions from National or Ontario Council

**O. The Graduate Women International (GWI) liaison members shall:**

- a. Attend GWI meetings
- b. Report back to the Executive and Membership on GWI activities

**P. The Parliamentarian shall:**

- a. Advise the Executive Committee and Membership on whether activities and motions are consistent with the Club's bylaws and the requirements of National and Provincial organizations.

**Q. The Goodwill Ambassador shall:**

- a. Send cards of "congratulations, get well, or condolences" to members on behalf of the Club.

**R. Special Ad Hoc Committees** may be formed with approval of the executive and be given such powers as may be necessary to discharge their duties. Upon completion, a written report shall be presented to the Executive and the Membership.