



## Positions and Responsibilities on Board of Management

The Board of Directors for the Downtown Bench Beamsville is made up of 8 members and 1 Council representative. While each director has a role and responsibility there are four positions (Chair, Vice Chair, Secretary and Treasurer) that come with additional responsibilities. These four positions are appointed by the Board of Directors.

### Chair

- Shall be the Chief Executive Officer of the B.I.A. and the only spokesperson authorized to speak publicly for the B.I.A. unless another Director is expressly delegated with this responsibility with Board of Management approval;
- Shall preside over all meetings of the Board of Management and those of the Members, unless otherwise delegated;
- Rule on all procedural matters and maintain decorum;
- Ensure motions and amendments are clearly expressed and, if there is no motion under consideration, summarize the discussion for the purpose of the minutes;
- Have general supervision of the affairs of the business improvement area;
- Perform any other duties which the Board may, from time to time, assign;
- May be called upon to sign cheques;
- Sit, ex officio, on all committees; and
- Ensure that all past financial records of the Board are transferred to the succeeding Treasurer when there is a change of Treasurer and administrative records are transferred to the succeeding Secretary when there is a change of Secretary.

### Vice Chair

- Shall exercise the duties of the Chair in the Chair's absence.

### Secretary

- Shall record the minutes of all proceedings, give all notices required to be given to Members, unless otherwise delegated subject to any requirements imposed by law; and

### Treasurer

- Shall regularly review financials and provide feedback and guidance to staff and board where applicable on improvements or concerns;
- Shall share financial statements at each scheduled Board of Management meeting. Upon approval by the Board of Management the statement will be attached to the minutes of the meeting at which they were approved;
- Shall provide to the Board of Management an annual financial report;

## **Directors of the Board of Management**

- Are encouraged to serve on a committee;
- Shall ensure that any committee, on which he or she is a member, acts within its mandate;
- Actively participate in meetings and come to meetings prepared;
- Shall report to the Board of Management on the activities of the committees that he or she chairs;

and

- Shall adhere to

1. Procedural and Establishing Bylaw,
2. Code of Conduct,
3. Municipal Act, and
4. All DBBBIA approved policies and procedures