

BCFCCA Roles and Responsibilities

Title	Role
<p>Chairperson</p>	<p>Plan and schedule all board meetings, setting and running the meeting's agenda. Ensure the board reviews revenue resources and organizational needs and concerns. Review the Board Calendar and budget for the next fiscal year and have the board ensure all items are being fulfilled in a reasonable time. Determine if current membership dues or fundraising efforts are meeting the budget needs of the Association. Remain an active member of the Board. Works with the Board to fulfill the organization's mission. Mediate issues between board members and organization members. Assists the board in setting priorities and action plans. Facilitate strategic planning with the board of directors. Evaluate the organization's results in achieving its goals and mission. Monitor financial reports and work with Board members to remain compliant.</p> <p>Outside of board of directors' meetings, the chairperson will delegate duties such as heading an event or surveying the membership. Respond as often as possible to media requests in a timely manner. Represent the organization to outside parties in a professional manner. Be the collection point of problems and issues that the membership has and head the board toward solutions. Respond to all telephone and email inquiries pertaining to Association concerns and delegate other inquiries to the appropriate committee members for response. Recognize conflicts and disagreements and use problem-solving skills to deal with them</p>
<p>Responsibilities</p>	
<p>Acts as champion of the organization and maintain Vision and Mission. Maintain the financial health of the organization, with the assistance of the organization's board of directors. Understand and interpret the community to the organization and committee members. Be knowledgeable about services of other organizations in the child care community. Liaison with Ministry departments to keep them apprised of concerns of organizations members and present goals and objectives of the organization. Accept and understand your committee's goals and objectives as they come to you from the planning process. Use skills in human relations and knowledge of your committee members to help each attain their goals. Guide various committees in long- and short-range planning. Monitor implementation of committee objectives and when appropriate, decide with committee to take part in implementing objectives. Delegate responsibilities to committee and board members. Report board decisions and required tasks directly to staff. Review and approve expenses of the board and staff. Review and approve staff wages, holiday requests and purchase of office supplies and equipment.</p>	
Title	Role
<p>Board of Director</p>	<p>Maintain the Vision and Mission of the organization. Attend all board meetings. Ensure requested tasks and reports are provided in time for board meetings.</p>

	<p>Provide leadership and oversight of the activities of the association. Strive to represent the interests of members and the broader community.</p> <p>Govern with an emphasis on a vision that looks outward to the wider community and forward to the future, while strengthening the current work of the association. Define the organization's values, operating principles and parameters within the community.</p> <p>Respect distinctions between the roles of Chairperson, Board of Directors and staff in a spirit of partnership that supports the expertise and autonomy of individuals and teams while maintaining clear lines of accountability.</p> <p>Work with the Chairperson in engaging external stakeholders, in reviewing the organization's mission and objectives, identifying the outcomes or goals sought and the means and strategies it will use to achieve them.</p> <p>Rely on the assessment of organizational performance in relation to its goals, budget, and legal responsibilities. Ensure broad organizational accountability, transparency, and active and meaningful external communications.</p> <p>Define duties and roles within the organization of the Chair and staff persons and their service practices. Rely on the systematic review of organizational activities through the implementation of defined policies, rather than by examining or advising on day-to-day operational decisions.</p>
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Responsibilities	
<ul style="list-style-type: none"> • Championing the Association and raising awareness of the Associations goals within the communities. • Approving strategies, implementation plan, project scope and milestones. • Resolving strategic and policy issues. • Driving and managing change through the organisation. • Prioritizing project goals with other ongoing projects. • Communicating with other key organizational representatives. • Maintaining professionalism at both the board table and within the community 	

Title	Role
Committee Member	Attend all meetings. Perform specific tasks in a timely manner and deliver report of tasks to committee head. Recruit organization members to join committees.
Responsibilities	
Attend meetings and bring ideas and suggestions to committee.	