



The following document is a list of expectations and job descriptions for the board members of the Campus Hospitality Managers Association. Herein after referred to as the CHMA

Member of the Board of Directors

Job Description and Expectations

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of CHMA so as to support its needs.

General responsibilities of the Board:

- Organizational leadership and advisement to The CHMA membership
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Review of organizational and programmatic reports
- Promotion of the organization
- Establish and maintain communications with membership
- Fundraising and outreach with sponsors and partners
- Explore revenue generating opportunities as they become available.

**Members of the board share these responsibilities while acting in the best interest of The CHMA. Each member is expected to make recommendations based on his or her experience within the industry*

Length of Term: Two years, which may be renewed up to a maximum of two consecutive terms, pending approval of the board

Meetings and time commitment:

- The board will hold a conference call once per month. Dates and times will be arranged at the first board meeting post the AGM.
- The duration of each call will be scheduled for up to two hours once a month.
- Board members may be asked to form sub-committees which may meet separately through the term
- Board members are asked to attend National Conference and other CHMA events wherever possible
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Expectations of board members:

- Each member is expected to participate in a minimum of 75% of phone meetings. Regrets to be sent to the Chair 24 hours prior to scheduled call via email.
- Be engaged and prepared for meetings
- Be alert to community concerns that can be addressed by CHMAs' objectives and programs.
- Help communicate and promote CHMA's programs to the Post Secondary Hospitality Industry
- Become familiar with CHMA's finances, budget, and financial/resource needs.
- Understand and adhered the policies and procedures of The CHMA.



- Failure to meet the above expectations will result in removal from the board.

Board Chair Job Description

1. Is a member of the Board
2. Serves as a Chief Volunteer of CHMA
3. Provides leadership to the Board of Directors
4. Chairs meetings of the Board after developing the agenda with the Vice Chair.
5. Encourages Board's role in strategic planning
6. Appoints the chairpersons of committees, in consultation with the other Board members
7. Helps guide and mediate Board action with respect to CHMA priorities and governance concerns.
8. Reviews with the Vice Chair any issues of concern to the Board.
9. Monitors financial planning and financial reports; reviewing draft financial reports prior to publication.
10. Plays a lead role in maintaining and developing partnerships
11. Evaluates annually the performance of the CHMA in achieving its goals
12. Act as a primary spokesperson for the CHMA
13. Performs other duties as assigned.

General Responsibilities

The Chair is responsible for ensuring that the Board of Directors;

- are aware of and fulfill their CHMA responsibilities as defined
- comply with applicable laws and bylaws
- conduct board business effectively and efficiently
- are accountable for their performance

Accountability

The Chair is accountable to the Board of Directors or Members as specified in the bylaws. The Chair may delegate specific duties to the board members as appropriate; however, the accountability for them remains with the Chair.

Specific Duties

Meetings

The Chair will work with the Vice Chair to ensure that an agenda is planned for board meetings.

This will be distributed by the Chair 48 hours before scheduled call.

The Chair presides over meetings of the Board of Directors. In this capacity, the Chair:

- chairs meetings according to accepted rules of order for the purposes of
- encouraging all members to participate in discussion;
- arriving at decisions in an orderly, timely and democratic manner;
- votes as prescribed in the bylaws;

Signing Officer



The Chair is designated by the Board of Directors and/or bylaws as one of the signing officer's documents. In this capacity, the Chair may be authorized or required to sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of CHMA.

Delegation

Depending upon the CHMA's needs and its bylaws, the Chair may establish or propose the establishment of committees of the Board, and may assign tasks and delegate responsibilities to board members or our membership.



Vice Chair Job Description

This position is typically a successor to the Chair position. In addition to the responsibilities outlined in the General responsibilities of the board job description, this position:

1. Is a member of the Board
2. Reports to the Chair
3. Performs Chair responsibilities when the Chair cannot be available
4. Works with Chair to prepare Board meeting agendas
5. Participates closely with the Chair to develop and implement board member transition plans.
6. Performs other responsibilities as assigned by the Board.
7. Assist Chair with monitoring financial planning and financial reports.
8. Responsible for CHMA event planning and committee development (eg. Conference, symposium, yur skewl sucks, Board Retreat and other events).
9. Ensure sub-committee members have the information needed to do their jobs.
10. Oversees the logistics of sub- committee's operations.
11. Reports to the full Board on sub-committee's decisions/recommendations.
12. Assigns work to the committee members, sets the agenda, runs the meetings, and ensures distribution of meeting minutes.
13. Perform other duties as assigned



Board Treasurer Job Description

1. Is a member of the board
2. Report to the Chair
3. Manage finances of CHMA:
4. Work with Chartered accountants to complete annual audit
5. Insure all approved expenses are paid according to financial policies and procedures.
6. Provide annual budgets to the board for members' approval
7. Develop and ensure adherence to financial policies and procedures.
8. Ensure ledger is complete and sent to Chair and Vice Chair for review no later than the 7th day of each month. Distribute to the board the approved financial statement by the 10th day of each month.
9. Manage all bank activity through The CHMA account
10. Present financial report to the membership at AGM
11. Perform other duties as assigned.



Board Secretary Job Description

1. Is a member of the Board
2. Reports to the Boards Chair
3. Maintains records of the board and ensures effective management of CHMA's records
4. Manages minutes of Board meetings as followed:
 - Minutes will be taken at all official board meetings
 - Preceding will be recorded and transcribed
 - Minutes will be sent to Board for review within 7 days of the conclusion of the meeting.
 - Approved minutes will be posted to the website within 7 days
5. The secretary expects that the board will regularly and clearly clarify its requirements for documents including their format and timelines.
6. The updating, maintain and safe storage of the CHMA's records and other legal documents.
7. That the CHMAs incorporation and charitable registration status is maintained through the annual filing of required reports and information
8. The maintenance of an up-to-date list of members of the CHMA.
9. Set up and manage a post office box. Correspondence will be reported and responded to in a timely manner.
10. Responsible for preparing the following for the annual general meeting:
 - Posting notice of the AGM
 - Distributing previous AGM minutes
 - AGM agenda
 - Distributing Board Report
 - Preparing attendance and sign in records
 - Preparing plaquards
 - Preparing voting materials.
 - Receiving and printing Proxy forms.
11. Perform other duties as assigned.



Ex Officio Job Description (1-yr term, 3 positions)

1. Is a non-voting member of the board
2. Reports to the Chair
3. Regularly attends board meetings and important related meetings.
4. Completes assignments thoroughly and in a timely manner.
5. Is an active participant in the committee's annual evaluation and planning efforts.
6. Provide support to the board.
7. Perform other duties as assigned