

Position Description

**Position:** Director-at-Large [Membership]

**Authority and Responsibility:**

The Board of Directors is the legal authority for the Winnipeg and District Branch of the National Association of Federal Retirees. As a member of the Board, a Director acts in a position of trust for its members and is responsible for the effective governance and financial accountability of the organization.

**Requirements:**

Requirements of Board membership include:

1. Commitment to the work of the organization.
2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, human resources, and advocacy.
3. Willingness to serve on committees.
4. Attendance at Board meetings.
5. Attendance at meetings of assigned committees.
6. Attendance at Annual General Meeting.
7. Support of special events.

**Term:**

Directors are elected by the membership at the Annual General Meeting. Board Directors serve for a two-year term and may be re-elected to the same or new position. Board Directors shall not hold the same position for more than four (4) consecutive years. Director's term begins at the time of election.

**General Duties:**

A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, human resources and advocacy.

The Director must be prepared to:

1. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and senior staff.
2. Monitor all Board policies.
3. Review the bylaws, and recommend bylaw changes to the membership.
4. Review the Board's structure, approve changes, and prepare necessary bylaw amendments.
5. Participate in the development of the Winnipeg and District Branch's organizational plan and annual review.
6. Approve the Winnipeg and District Branch budget.

**Position Description**

As Membership Chair:

- Maintains accurate membership records using the Customer Relationship Management System (CRMS).
- Provides the branch Board with a membership report, noting increases or decreases in membership, delinquencies, etc. and may offer suggestions for possible corrective action.
- Provides an "in Memoriam report" for inclusion to the branch newsletter along with a list of those members for whom we no longer have a valid address, telephone or e-mail.
- Requests annual renewal payment of dues from non DDS members to ensure that their annual dues are paid.
- Four times annually provides the Treasurer with the member dues collected and the names of those members who have paid.
- Administer the Branch telephone and email address.

**Review Date and Approval Date**

The Nominating Committee annually reviews the Board member job description.

Recommended changes are presented to the Board.

Approval by Board Meeting Dated: September 8, 2016

Review Date: September 8, 2016

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