

Director-At-Large
Position Description

Position: Director-At-Large

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.
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.

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Other Duties that supports the Branch in promoting the branch both internally and externally, and in the recruitment and retention of members may include one or more of the following duties:

- Participate in senior and elder events by setting up information booth at tradeshow, mall exhibits and local events, especially those targeted to seniors.
- Present at pre-retirement seminars, lunch and learns, etc. for potential members in federal government departments, military bases and RCMP offices.
- Maintain the branch website.
- Establish a strategy to welcome new members which may include chairing a telephone/welcoming committee.
- Arrange for facilities, catering, guest speakers, if appropriate, for branch meetings.
- Provide storage and upkeep of Branch equipment used at various meetings and events (two projectors, microphone and headsets, flip chart stands, table & chairs, banners, posters, etc).
- Attend the Branch mail box and distribute the mail appropriately.
- May make deposits to the Branch account in the designated financial institution.
- Organize social and informational and educational types of activities for the purpose of improving member participation, communication, and camaraderie. These could include but not limited to such activities as golf tournaments, funspiels, Mature Driver Training, Fitness for Seniors, Financial Management, visits to local sites such as museums, parks, etc.

Review Date and Approval Date

The Nominating Committee annually reviews the Director-At-Large's job description.

Recommended changes are presented to the Board.

Approval by Board Meeting Dated: September 8, 2016

Review Date: September 8, 2016
