



## BOARD OF DIRECTORS ROLES & RESPONSIBILITIES

The Alberta Carriage Driving Association Board of Directors are volunteers elected by the ACDA Chapters at their Annual General Meetings. Board members may be appointed by the Board of Directors to fill a vacancy on the Board or to provide specific expertise to fill roles on the Board. Board members are elected for 2 year terms and may be elected for multiple terms or a limited number of terms as stated in a Chapter's bylaws.

### Accountability

The Alberta Carriage Driving Association Board of Directors is collectively accountable to the members of the ACDA, its funders and other stakeholders. They are accountable for the ACDA's performance in realizing its Objectives and Purposes and achieving its goals. They are also accountable for the effective stewardship of financial and human resources and for the overall quality of supports to its members.

### Authority

Individual board members have no authority to speak on behalf of the ACDA unless given such authority by the Board.

### Responsibility

Board members are responsible for acting in the best long-term interest of the ACDA and its members and will bring to their deliberations a broad knowledge, a long-range view and openness to learning.

### Principle Duties

Every member of the board of Directors, including the Board's officers, is expected to do the following:

- Prepare for and participate in board meetings.
- Listen to others' views, advocate their Chapter's views, advocate their own views, identify common interests and alternatives, and be open to compromise.
- Support governance decisions once made.
- Participate in the development of a strategic plan to help guide future decisions.
- Abide by the bylaws, code of conduct and policies that apply to the board.
- Participate in the approval of the annual budget and monitor the financial performance of the ACDA in relation to it.
- Contribute to the work of the board as a member of a board committee.
- Help establish and review Policies and Procedures.
- Identify prospective board members and possibly help recruit and mentor them.
- Participate in the evaluation of the board itself (annual board self-evaluation).
- Attend and participate in the Annual General Meeting.
- Be an ambassador for the ACDA in the wider community.
- Keep informed about community issues relevant to the work of the ACDA.
- Distribute Board communication (minutes of ACDA Board meetings, notices from the Board) to the Chapters, ACDA supporter members and ACDA members at large.

### Removal of a Board Member

Procedures for removing a Board Member are stated in the ACDA Bylaws.