



Canada

Board of Directors: Basic Responsibilities

- Attend all Board meetings. (Meetings are held every 2 months and 1 hour in duration, with the exception of the Annual General Meeting.)
- Review agenda and supporting materials prior to Board and Committee meetings.
- Reply to motions via e-mail within 3 business days for decisions required between Board meetings.
- Attend all possible Association events as a visible member of the Board.
- Attend and contribute to all annual planning and strategy sessions.
- Contribute to the execution of the overall Board strategy and effective operations.
- Keep up with duties and responsibilities of own portfolio and, if necessary, act as Project Lead for a Committee that is part of Board position portfolio.
- Collaborate with other Board members for initiatives that cross over Board portfolios.
- Serve on Committees and offer to take on special assignments if opportunities arise.
- Take an active role in supporting the bi-annual Apra Canada Conference to the best of individual abilities:
 - Serving on the conference committee
 - Helping to identify and recruit presenters, or serving as a presenter
 - Attending the conference; if attending, hosting a dinner for delegates during the conference
 - Enthusiastically support and promote the conference via Apra Canada marketing channels
- Promote Apra Canada and its initiatives and values at relevant events, as well as relevant channels as able.
- Build good relationships with members and volunteers.
- Build positive and productive relationships between Apra Canada and the fundraising community.
- Contribute information to the Apra Canada website and newsletter.
- Assist in the recruitment of new Board members.
- Transition to the successor at the end of term for the position.