
PROVINCIAL BOARD OF DIRECTORS

Role

- to be the guardian or trustee of the vision and mission statements
- to make policy decisions on programs, services and operations
- to protect the finances and assets
- to set strategic goals that reflect the needs of the members
- to protect the image of FWIO and build the visibility

Responsibilities

- to manage honestly, in good faith, with care and diligence in the best interest of the organization
- to have a legal obligation to be informed and adhere to all relevant regulations, including, but not limited to, the Employment Standards Act, the Workplace Safety and Insurance Board and the Income Tax Act
- to make decisions that reflect the goals and objectives of FWIO
- to be knowledgeable of the objectives and the structure of FWIO and its affiliations with the Federated Women's Institutes of Canada (FWIC) and the Associated Country Women of the World (ACWW)
- to provide adequate financial controls to protect the assets and limit the liabilities
- to prioritize the needs and spend money according to those priorities
- to have full voting rights at provincial level
- to be responsible for the Constitution/By-laws, Strategic Plan, Business Plan, Marketing Plan and Focus Committee
- to communicate with the Provincial Advisory Council (PAC) on a regular basis, both verbally and in written form
- to have open door communications with members

- to ensure the communication with members is two-way
- to interact positively with individuals and groups outside the organization
- to accept and review recommendations made by Committees and Coordinators in achieving the proposed goals of FWIO
- to evaluate the progress of Committees and Coordinators according to procedures
- to take part in annual/biennial provincial conferences
- to ensure that the Board Directors, President, Coordinators and Provincial Advisory Council receives proper training for their positions
- to encourage potential candidates for provincial positions

Selection

- open to all members in good standing
- regional representation
- prospective candidates can apply for guidelines of responsibilities and application forms from the Provincial Office
- candidates will be elected by elected Coordinators, Provincial Advisory Council and current members of the Board
- after six years off Board may re-apply as Board Director

Other

- there is no proxy vote
- an absent Board Director means no vote at the table; legally they are still responsible for all decisions made
- there will be one Alternate Board Director per region
- the Board will meet regularly
- justifiable expenses (travel, living, telephone, copying, postage) will be covered by FWIO
- re-elected annually for a maximum of three years

PAST PRESIDENT

Role

- to be a resource and to give counsel

Responsibilities

- to represent FWIO when asked by the President
- to be a voting member of the Provincial Board
- to be Chair of Provincial Conference
- to be the International Convenor

Other

- justifiable expenses paid by FWIO
- two-year term of office

PRESIDENT

Role

- to facilitate the well-being of the total organization

Responsibilities

- to preside at all meetings of the Provincial Board
- to participate in each Area Convention to motivate members, answer questions and preside at the election of officers
- to call a Board meeting with at least ten days notice in writing, and to deal with any legitimate Board emergency that may arise
- to be a National Board Director to FWIC and a Council Member to ACWW
- to see that FWIO is represented at appropriate invited functions
- with Executive Assistant:
 - to be responsible to ensure that directions and decisions of Board are carried out
 - to prepare notices of meetings and agendas
 - to prepare a column for *Home & Country* newsletter

- to prepare an annual column for the *Federated News*
- to present an annual report at FWIC Board

Selection

- to be elected annually for a maximum of two years

Other

- justifiable expenses to be paid by FWIO

PRESIDENT-ELECT

Role

- to build awareness of issues of the organization and the President's role

Responsibilities

- to preside in the absence of or at the request of the President
- to take over the President's duties if an emergency prevents her from continuing in office
- to be a voting member of the Provincial Board
- to be a voting member on the Budget Committee
- to perform other duties as may be required

Selection

- by application
- to be elected at the FWIO Annual Meeting

Other

- justifiable expenses to be paid by FWIO
- two-year term of office