



BOARD POLICY #002: ROLES and RESPONSIBILITIES

INTRODUCTION

The BC Craft Farmers Co-Op (BCCFC) Directors are elected by members at the organization's Annual General Meeting and in accordance with the BCCFC Rules.

Elected Directors must manage BCCFC in accordance with the responsibilities, duties and powers set out in the *BC Cooperatives Act*, BCCFC Memorandum of Association and Rules.

Among other things, the BCCFC Board must appoint a President and Vice-President from the directors. A secretary, treasurer and other officers that the Board determines are necessary may also be appointed by a resolution, and may be, but need not be, Directors.

All Directors and officers must complete standard non-disclosure forms and respect policies approved by the Directors.

DIRECTORS

In addition to respecting a BCCFC Code of Conduct, Directors must:

- act honestly and in good faith with a view to the best interests of the BCCFC
- exercise the care, diligence and skill a reasonable person would exercise in comparable circumstances
- act in accordance with the BC Cooperatives Act, BCCFC Memorandum and Rules

Primarily, Director's duties are to:

- Supervise the management of BCCFC and exercise power under the Act
- Delegate powers to director committees as appropriate
- Approve and manage annual budget responsibly
- Set terms of reference for committees
- Participate in committees
- Expand BCCFC membership
- Represent the Co-Op mission
- Succession planning

Directors participate in and vote at a minimum of six (6) Board meeting each year in person, by phone or other communication mediums. Directors must attend meetings prepared and ready to offer their expert perspectives. Directors may enforce an attendance policy as needed.

The President and Vice-President are the official spokespeople for the BCCFC Board. The President and Vice-President may delegate these responsibilities to other directors, officers or third party contractors.



TREASURER

As an officer appointed by the elected Directors, the BCCFC Treasurer duties are to:

- act honestly and in good faith with a view to the best interests of the BCCFC
- exercise the care, diligence and skill a reasonable person would exercise in comparable circumstances
- act in accordance with the BC Cooperatives Act, BCCFC Memorandum and Rules

In addition to attending Board meetings, the Treasurer:

- prepares monthly financial statements
- budget planning and management
- accounts payable/receivable
- manages approved book-keeping contractors within approved budget framework
- participate in Board committees
- liaise with financial institutions, insurance and payment services
- tax and regulatory compliance; managing signing authorities

The Treasurer does not vote at Board meetings.

SECRETARY

As an officer appointed by the elected Directors, the BCCFC Secretary duties are to:

- act honestly and in good faith with a view to the best interests of the BCCFC
- exercise the care, diligence and skill a reasonable person would exercise in comparable circumstances
- act in accordance with the BC Cooperatives Act, BCCFC Memorandum and Rules

In addition to attending Board Meetings, the Secretary:

- support Directors in their roles and responsibilities as needed
- liaises with Treasurer, members, supporters and contractors
- participate in Board Committees
- maintain schedule of Board and Committee meetings
- prepare Board agendas and meeting summaries
- manage approved contractors within approved budget framework
- communications and public affairs management
- event planning, logistics and special projects

The Secretary does not vote at Board meetings.

ASSISTANT SECRETARY

Recommended by the Executive Committee and appointed by the elected Directors, the BCCFC Assistant Secretary duties are to:



- act honestly and in good faith with a view to the best interests of the BCCFC
- exercise the care, diligence and skill a reasonable person would exercise in comparable circumstances
- act in accordance with the BC Cooperatives Act, BCCFC Memorandum and Rules

In addition, the Assistant Secretary will:

- support Secretary in their roles and responsibilities as needed
- manage Committee lists, operations, meetings and summaries
- liaise with Membership Secretary
- manage circulation and improvement of Committee documents
- participate in Committee meetings
- support special events and projects

The Assistant Secretary does not vote at Board meetings.

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Date: January 2021

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