

Director Roles and Responsibilities

The ReImagine West Shore Community Society is a registered non-for-profit organization working to educate and engage people in public conversations, gatherings, and events which connect them with each other and some of the simple changes we can make to build a more caring and sustainable future for the citizens of Colwood, Highlands, Langford, Metchosin, and View Royal, British Columbia.

The Society is currently served by three Directors, who serve one-year terms.

The Directors form a working Board who carry out most of the duties of the Society, with the exception of event team volunteers, members of other philosophically aligned community organizations, and professional expertise provided by paid instructors, facilitators or other content specialists.

Core duties and accountabilities:

- Attend and constructively participate in all Directors meetings
- Participate in the planning and delivery of education and outreach events and activities produced by the Society
- Notifies the Secretary in advance if unable to attend a meeting
- Promote the work of the Society in the community
- Adherence to Society bylaws at all times

Qualifications, Knowledge, and Skills Requirements:

- Must be a member of the Society in good standing
- Must bring knowledge in at least one of the following areas:
 - ✱ Leadership
 - ✱ Community outreach and engagement
 - ✱ Financial literacy
 - ✱ Governance of a non-profit organization
 - ✱ Sustainable living practices

Personal Characteristics:

- Commitment to serving the public interest
- Patience and the ability to work as part of a team
- Respected and respectful
- High ethical standards, professionalism and integrity
- Innovative and solutions-oriented
- Strategic thinker
- Ability to make difficult decisions

Commitment Required:

- Attendance at monthly meetings: 1 per month of about 2 hours' duration
- Active involvement in the planning and execution of ReImagine West Shore's multi-faceted work in community (phone calls, meetings, emails): Variable, approximately 10 to 15 hours/month, depending on the program of events, workshops and other outreach activities scheduled.

Society Positions

President - The president is the chair of the Board and is responsible for supervising the other directors in the execution of their duties.

Vice-President - The vice-president is the vice-chair of the Board and is responsible for carrying out the duties of the president if the president is unable to act.

Secretary - The secretary is responsible for doing, or making the necessary arrangements for, the following:

- issuing notices of general meetings and directors' meetings;
- taking minutes of general meetings and directors' meetings;
- keeping the records of the Society in accordance with the Act;
- conducting the correspondence of the Board;
- filing the annual report of the Society and making any other filings with the registrar under the Act.

Treasurer - The treasurer is responsible for doing, or making the necessary arrangements for, the following:

- receiving and banking monies collected from the members or other sources;
- keeping accounting records in respect of the Society's financial transactions;
- preparing the Society's financial statements; and
- making the Society's filings respecting taxes.