



PETERBOROUGH NEW HORIZONS BANDS

Position Description: Board Directors

Date Issue: 2024 July 4

Introduction:

A Board Director position is described in the By Laws. This document describes in more detail what the position holder does. If there is a conflict between these 2 documents, the By Laws supersedes this document. For the President, VP, Treasurer and Board Secretary positions within the Board, see the individual documents which describe their additional responsibilities.

Skills Required:

Email. Communication. Basic computer skills.

Conduct:

A Board Director will support the President in maintaining a high standard for Board conduct and uphold policies and the By-laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities. We are all volunteers and should treat each other respectfully even when in disagreement.

Responsibilities and Expectations:

A Board Director must not share confidential information that is discussed amongst the board with members.

It is preferred that the Board Director,

- Monitors email regularly.
- Monitor the Discussion Forum regularly, especially for topics requiring your approval.
- Attends board meetings.
- Volunteers to be a liaison, be on a board committee or take on a task discussed.
- Provide their ideas and opinions
- Assists the President with preparations for the AGM.
- Has read the PNHB documentation (eg. By Laws, Policies, Terms of Reference etc.) so know how PNHB operates.
- Assists with maintaining PNHB documentation.

New Board Members:

Members may attend Board meetings as guests, whereby they are to observe and not participate.

Once the member decides to be a Board Director, they are voted in by the members at the AGM or during the season by the Board at a Board meeting.



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A Board Director can volunteer to be the liaison for a specific function like Publicity, Communications, Property etc. or take on a key role like President, VP, Secretary or Treasurer or just be on the Board to provide another perspective.

Set up:

The Communications Manager adds the new Board Director email to the BOARD group email and given access to the Discussion Forum (Groups io) and google drive.

Preferably, the email address the Board Director uses is not shared with another person, to ensure what is communicated amongst the Board is kept confidential.

When an email is sent to the Board group email it goes to all Board members, so please add your name to the bottom so we know it came from you.

Resigning:

See the By Laws for how long a Board Director serves and other conditions. If a Board Director resigns, they must send their written notice or email to the Board Secretary, which should include the resignation effective date. Return the board binder and any other PNHB documentation they have to the Board Secretary.

Approval

All actions a Board Director does, must be approved by the Board.

Financial / Legal:

Follow the "Financial Controls Policy" regarding making purchases and getting reimbursed. As designated by the Board engage in financial transactions or engagement of legal services.

Documentation:

The Board Secretary keeps a binder of the original copies of documents and brings this binder to meetings, so items can be referenced during the meeting. Board Directors can have a binder and are to keep it up to date. Inform the Board Secretary if they want a binder.

Read these documents so you are familiar with how this organizations functions.

1. BY LAWS.
2. Policies & Forms
3. Guidelines, especially "PNHB Organizational Information"
4. Last few meeting minutes, so you know what we are working on (on website)
5. Position Descriptions
6. Terms of Reference

Copies of documents are stored in these possible locations, depending on the document.

- Board binders. Documents to easily reference at board meetings.
- Website. Policies & Forms, Guidelines, Terms of Reference, 3 years worth of board meeting minutes



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- Google drive (pnhb.music@gmail.com). All documents but maybe not grant documents or contracts.
- External drive or USB stick. Backup of google drive.
- Boxes in storage. Misc documents and documents required to keep by law.

Ensure all internal documents follow the standards documented in "PNHB Documentation Guideline".

Maintain documentation as it pertains to the duty you take on.

Provide the Board Secretary

- with valuable information that should be passed on to future Boards, so the document "PNHB Organizational Information" is kept up to date.
- with documents that should be saved on the google drive, so future Boards can have background information to continue that function.

Date Approved: July 4th/2024

Signed: Judrey Keedy
PNHB President

Signed: Beverly Murphy
PNHB Board Secretary

Revision History:

Date	Description	Who
2024 July 4	Created.	Bev Murphy consulting the current Board Directors.