

RESPONSIBILITIES OF OBA BOARD OF DIRECTORS 2012-2013 ELECTED POSITIONS OPEN FOR NOMINATION

Board of Directors

The Board of Directors advises and assists the President and between meetings of Council has the powers of Council, except the power to pass by-laws. The Board provides a report on the Association's activities at each Council meeting. It may, where necessary, establish or disband Special Committees, set the terms of reference and appoint the Chair and members. It is the duty of the Board of Directors to keep informed on all issues affecting the Branch including legislation and direct study of such issues by the appropriate Section or Committee. The Board of Directors is to ensure that results and recommendations from the studies or reports are communicated to the appropriate governmental office or agency.

The Board of Directors meets monthly. In addition, Officers (President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer and Immediate Past President) also meet monthly by conference call to deal with matters arising between Board meetings.

Staff support, in addition to the Executive Director, is given by Directors of Public Affairs; Membership; Operations; and Finance.

1st Vice-President

The 1st Vice-President is the President-elect, shall assist the President in carrying on the administration of the Branch, and, in the absence of the President, shall preside at meetings and exercise the rights and perform the duties of the President. The 1st Vice-President shall be responsible for the activities and progress of the work of Committees and shall be the Chair of the Strategic Planning and Corporate Social Responsibility Committee.

2nd Vice-President

The 2nd Vice-President assists the 1st Vice-President and the President in carrying on the administration of the Branch and, in the absence of the 1st Vice-President, shall perform the duties of the 1st Vice-President. The 2nd Vice-President shall be the Chair of the Governance Committee.

Secretary

The Secretary shall be responsible for the maintenance of minutes of all meetings of the Branch, Council, and the Board and shall perform any other duties the President may assign.

Treasurer

The Treasurer is the Branch's chief financial officer and shall be responsible for OBA's financial affairs.

Chair, Professional Development

The Chair of Professional Development is responsible for the OBA's Professional Development activities. This includes, but is not limited to, the activities of Sections and the delivery of CLE programming.

Directors-at-Large

Directors-at-Large round out the Board and take on special tasks and areas of responsibility given them by the President or Board. All Directors-at-Large will Chair, or participate as a member of a Standing Committee, or both.