



Lower Mainland Down Syndrome Society (LMDSS) Board of Directors Information

October 2011

TABLE OF CONTENTS:

- 1. Introduction – The Director’s Role as part of the Board**
- 2. Nomination Process**
- 3. Terms of Office**
- 4. Directors and Executive Duties and Responsibilities**
- 5. Conclusion – It’s Worth It - To Participate!**

1. Introduction – The Director’s Role as part of the Board

Regular Members and Honorary Members are eligible for nomination to the Board of Directors. Candidates must be willing and able to attend Board meetings on a regular basis. It is also desirable that candidates show an involvement and ongoing commitment to the goals and objectives of LMDSS and its members. Candidates must give serious consideration to serving as a volunteer Board member with the Lower Mainland Down Syndrome Society (LMDSS).

2. Nomination Process

A nomination committee is formed consisting of three LMDSS members in good standing, usually the Board Secretary and two other members who will not be putting their names forward for election.

The President informs the Board Secretary of any vacancies that need to be filled and the Board Secretary coordinates with the other two members responsibilities of getting the application forms, notices, etc. out to the general membership.

Elections take place at the Annual General Meeting. The nomination process is written in the LMDSS Bylaws, Section 5:

- 5.1.1 Nominations may be received by the Secretary prior to the Annual General Meeting. Should any nominations be received prior to the distribution of the notice of meetings, a list of such nominations shall be circulated with the notice of meeting.
- 5.1.2 Nominations may be made from the floor of the meeting.
- 5.1.3 Nominations must have the consent of the nominee. For nominations submitted prior to the meeting, and for nominations made at the meeting when the nominee is not present, the nominee’s consent must be in writing and signed by the nominee.

3. Terms of Office

Each year there may be vacancies for the LMDSS Directors and Executive. A term is two years and a Director may serve up to four consecutive terms or eight years. The President is allowed to remain for two consecutive terms only, or four years. The immediate past-President may stay on the Board for longer than eight years if necessary. (For complete information refer to LMDSS Bylaws Section 1.6)

4. Directors and Executive Duties and Responsibilities

Board Directors should be prepared to play a key role as a volunteer in a committee such as:

- ✓ Fundraising/Events planning
- ✓ Human Resources/Compensation
- ✓ Publicity, or Media via printed or social networking
- ✓ Public Awareness
- ✓ Parent Outreach
- ✓ Education
- ✓ Resources/Support

Executive Duties: LMDSS Bylaws, Section 4:

4.1. President

- 4.1.1. The President is responsible for conducting or overseeing the business of the Society between meetings of the Board.
- 4.1.2. The President shall call all General and Board meetings.
- 4.1.3. Within the Society, the President and Vice President shall be co-chairs, and either may chair any meeting, except that either shall vacate the chair during any discussion regarding his or her performance or his or her re-election.
- 4.1.4. The President, or the Vice President, should the President so designate in particular cases, represents and speaks for and on behalf of the Society.
- 4.1.5. The President shall be an ex-officio member of all Society committees except a Nominations Committee.

4.2. Vice President

- 4.2.1. The Vice President shall assist the President in carrying out the business of the Society.
- 4.2.2. The Vice President shall act as co-chair of the Society at any meeting of the Society.

5.3. Secretary

- 5.3.1. The Secretary shall take and have custody of the minutes of the proceedings of all General Meetings of the Society and of all meetings of the Board.
- 5.3.2. The Secretary shall send out notices of meetings.

5.3.3. The Secretary shall prepare and submit the Annual Report to the Registrar of Societies and other such reports.

5.3.4. The Secretary shall maintain the membership list of the Society.

4.4. Treasurer

4.4.1. The Treasurer shall prepare and have custody of the financial records of the Society.

4.4.2. The Treasurer shall pay all bills of the Society and shall send out all invoices for payments due to the Society.

4.4.3. The Treasurer shall prepare an annual balance sheet and statement of income and expenditures for the Annual General Meeting and for inclusion in the Annual Report to the Registrar of Societies and other such reports.

4.5. The positions of Secretary and Treasurer may be held by the same person.

5. Conclusion – It’s Worth It - To Participate!

Volunteering with a non-profit Society as a Board Director can have its challenges and its rewards. But know that when you give up your time and offer your ideas and energy, it will be for a worthy cause: for someone and something that has meaning to you.

“Don't let the fear of the time it will take to accomplish something stand in the way of your doing it. The time will pass anyway; we might just as well put that passing time to the best possible use.” ~Earl Nightingale