

# Board of Directors Roles and Responsibilities 2024

## All Directors

The following responsibilities apply to all Directors (including executive positions).

### Operational Workload

1. Read through the board member package.
  - a. Choose sub-committees to join
  - b. Get familiar with the constitution
  - c. Get familiar with Robert's Rules of Order
2. Attend a Director orientation session (as a group or one-on-one with a senior Board Member)
3. Provide your personal information to the Admin Assistant for Societies Registration and for technology access
4. Ensure you have access to the KP Google Drive and Slack
5. Gain access to the Gmail email account and do as much business as possible through our official email address.
6. Follow documentation best practices and use the KP Google Drive folder to store all documents related to KP.
7. Actively participate in board and committee meetings by participating in discussions and proposing/voting on motions.
  - a. Propose motions/ideas/new events
  - b. Voice your opinion based on your learned and lived experiences
  - c. Vote on motions that uphold the Constitution and improve the community
8. Attend an average of 1 event per month and more events during the annual Pride Week.

### Commitments

1. Attend 1 board meeting per month.
2. Participate in the online board forum on the app 'Slack'.
3. Approximately 10 hours per month on Director duties and volunteering (does not include board meetings).
4. Volunteer at 1 in-person event per month minimum.
5. Volunteer at as many Pride Week events as possible.
6. Participate in a minimum of 1 sub-committee (i.e. Grants, Events, Sponsorship, Pride Week, Governance, Resources).

## **President**

### **Operational Workload**

1. Lead Pride Week Committee
2. Signing authority
3. Meet with important people (politicians, organizations, controversial things)
4. Oversee all email accounts
  - a. Reply to emails, answer emails no one else will answer
5. Work with Communications Coordinator to manage board statements on controversial issues or current events
6. General board oversight and governance
  - a. Work with VP and Admin Assistant on governance
7. Run board meetings
8. Primary media contact
9. Onboard new directors
  - a. Offboard retiring directors

### **Commitments**

1. Attend 1 board meeting per month.
2. Participate in the online board forum on the app 'Slack'.
3. Approximately 10 hours per month on President duties.
4. Volunteer at 1 in-person event per month minimum.
5. Lead the Pride Week Committee
6. Participate in a minimum of 1 other sub-committees (i.e. Grants, Sponsorship, Events, Governance, Resources).
7. Participate in Sponsorship Committee
8. Support all committees in governance and guidance with the Vice President.
9. Respond to all media inquiries and interviews (video, radio, and written).

## **Vice President**

### **Operational Workload**

1. Carry out duties of the President or Administrative Assistant during their absence.
2. Work with the President on board initiatives and support governance, strategic planning, etc.
3. Having signing authority (cheques, cash deposits, and online banking/e-transfers).
  - a. Work with Treasurer to sign and approve incoming/outgoing funds

4. Answer emails about events (ours and community)
5. Surveys on event feedback and community needs/wants
6. Act as the secondary contact for media inquiries.
7. Lead Events Committee
  - a. Recurring events: Farmers Market, Espresso Yourself, Rainbrews
  - b. Events throughout the year (dances, drag shows, TDOR, etc.)
  - c. Invite board members and volunteers to join the Events Committee.
  - d. Recruit volunteers and board members for events
  - e. Set up regular monthly meetings (either virtual or in person).
  - f. Invite everyone to a Google Calendar meeting and the committee Slack channel.
  - g. Create agendas and chair the meeting.
  - h. Appoint a scribe to take minutes for each meeting.
  - i. Event budgets
  - j. Work with Volunteer Coordinator to get volunteers
8. Primary contact for Community Partnership meetings and events

## **Commitments**

1. Attend 1 board meeting per month.
2. Participate in the online board forum on the app 'Slack'.
3. Approximately 10 hours per month on Vice President duties.
4. Volunteer at 1 in-person event per month minimum.
5. Lead the Events Committee and attend 1 committee meeting per month.
6. Participate in a minimum of 2 other sub-committees (i.e. Grants, Sponsorship, Pride Week, Governance, Resources).
7. Support all committees in governance and guidance with the President.

## **Treasurer**

### **Operational Workload**

1. Maintain and update bank account and documentation as needed.  
Add and remove signers.
2. Keep cheque book and write cheques
3. Create and manage budgets
  - a. Future-proof budgets
4. Approve and pay invoices in a timely manner
5. Create invoices
6. Reimburse expenses for Board Members and volunteers

- a. Board member MUST fill out an Expense Claim (in Google Drive) and provide original receipts to be reimbursed. Expenses must also have been previously approved by the board or fall under acceptable expenses within the guidelines of the constitution.
7. Deposit cheques, cash, and e-transfers
  - a. Check mail box for cheques to deposit
8. Lead sponsorship committee, tasks include but are not limited to:
  - a. Creation of Sponsorship Package and Matrix.
  - b. Monitoring Sponsorship Tracking
    - i. Approve/ deny sponsors, with at least one other board member, based on our grading matrix
    - ii. Ensure payment or in kind donation is received prior to Pride Week events
  - c. Send out invoices as needed
  - d. Write and distribute thank you cards for sponsors
    - i. Ensure these are signed by President
9. Create bank reconciliations (monthly)
  - a. Make a new bank reconciliation for the month by making a copy of last month's and removing last month's data.
  - b. Enter the starting balance according to the bank ledger under the 'journal' column.
  - c. Enter the starting balance according to the bank account under 'bank'.
  - d. Any cheques not cashed and remaining in the ledger's 'outstanding cheques' section, gets put into outstanding cheques in the bank reconciliation. Any that have been cashed can be removed.
  - e. Enter all transactions from the bank account into the 'bank' section, and all from the ledger into the 'journal' section.
  - f. Make sure to copy and paste fees over into the 'journal' section.
  - g. Make sure that both 'bank' and 'journal' match (after considering any outstanding cheques)
    - i. If they do not match, find errors or discrepancies.
10. Keep Pride Ledger current
  - a. Enter every transaction, in or out, as they happen into the digital pride ledger
  - b. If it is a physical cheque that you have written, put it in the outstanding cheques tab. Remove it once it has been processed by the bank.

- c. The pride ledger should remain sorted by calendar year, not board year. Create a new tab for the new year and carry the previous year's balance forward
11. Use the 'finance' Gmail account to correspond with sponsors and donors, and to receive e-transfers.
12. Pay for annual and monthly expenses (storage locker, mailbox, Zoom, Wix, etc.)
13. Create a budget for the year including operational expenses, recurring events, Pride Week, and other larger events like dances; and
14. Pay invoices, bills, fees etc. as needed
  - a. Keep these invoices in the drive in the appropriate folder.

### **Commitments**

1. All Director duties outlined above. The treasurer is not required to join an additional committee outside of the 2 required below.
2. Lead the Sponsorship committee and hold meetings as needed throughout the year.
3. Participate in the Grants Committee and attend meetings.

### **Administrative Assistant**

#### **Operational Workload**

1. Renew and manage annual insurance, included but not limited to;
  - a. City of Kamloops Business License;
2. Renew and manage annual memberships, including but not limited to;
  - a. BC Societies
3. Hold key for Kamloops Pride mailbox
  - a. Responsible for checking weekly;
4. Maintain documents, files, and folders within the Kamloops Pride Society Google Drive.
  - a. Maintain documentation and filing standards, found [here](#)
  - b. Folder mapping projects, naming conventions
5. Work with Communications Coordinator to create and distribute quarterly or monthly newsletters to society members (subscription list)
6. Signing authority on bank account
7. Maintain and update roles & responsibilities and Constitution as needed
8. Maintain the main Kamloops Pride email inbox: info@kamloopspride.com
  - a. All emails must be answered within 48 hours

- i. If another board member is required to respond, sort the email into the corresponding folder
    - ii. If finance or volunteer related emails come to the info email, they should be forwarded to the correct email address
      1. volunteer@kamloopspride.com
      2. finance@kamloopspride.com
  - b. You can utilize folders and labels in gmail as desired
    - i. This is helpful for keeping track of current and past board members
    - ii. For info on labels in gmail, click [here](#)
  - c. If inquiries come in, ensure the following information is provided before adding to an agenda or raising in email/slack:
    - i. Who is asking - company/organization/individual?
    - ii. What is the specific ask of Kamloops Pride?
      1. Are we a participant or being asked to organize?
      2. Are they asking for us to advertise?
        - a. On social media? Website?
        - b. How long is the ad expected to be up?
      3. Are they inquiring about sponsorships?
    - iii. When is the initiative set to take place?
    - iv. When do they need a response back?
9. Maintain Kamloops Pride Contact List
  - a. An email should be sent out to all KP contacts annually (ensure BCC: for privacy) to ensure contacts are current for each new board
10. Ensure regular contact is maintained with Kamloops Pride Society Members. They can be found [here](#)
  - a. New board introduction, event announcements, polls/surveys, updates etc
  - b. Board meeting date announcements and meeting minutes
11. Lead and participate in Governance Committee to ensure existing policies and bylaws are reviewed annually
12. Create online agendas for all board meetings, and email the link to the board 1 week before board meetings
13. Record meeting minutes at each board meeting and email the link to the board within 3 business days of last board meeting
  - a. If unable to attend, ensure the Vice President is aware
14. If inter-meeting motions occur via email or slack, ensure the meeting minutes from the last board meeting are updated with the motion(s), prior to the upcoming board meeting.

15. Ensure previous meeting minutes are approved.
16. Book meeting space for board meetings as needed
  - a. Currently board meetings are every second Thursday of the month, from 6-7:30pm, but this is up to the discretion of each board.
  - b. Using google calendars, a recurring meeting can be set up and shared with the board that would last the entire year.
  - c. In-person meetings have been held at:
    - i. Kamloops United Church
    - ii. Kelson Hall
  - d. Book online meetings if required using Zoom
    - i. Book these using the [info@kamloopspride.com](mailto:info@kamloopspride.com) account as it will be the “admin” and the one that can admit others into the meeting

### **Commitments**

1. All Director duties outlined above.
2. Participate in the Governance committee and a minimum of 1 other sub-committee (i.e. Grants, Events, Sponsorship, Pride Week, Resources).

## **Volunteer Coordinator**

### **Operational Workload**

1. Communicate with event leads to coordinate needs
  - a. Get jobs/times/roles from event leads/committee
2. Create and maintain volunteer database
  - a. Maintain email distribution list
  - b. Create and manage volunteer tracking forms
3. Compile volunteer hours and present at board meetings
  - a. Monthly report to board at meeting
4. Participate in events committee
5. Participate in pride week committee
6. Yearly reach out to confirm volunteer interest
7. Manage volunteer email including responding to emails and inbox management
8. Recruit volunteers and create recruitment strategy
9. Send reminders and info to volunteers on shifts
10. Assign volunteers to events
11. Maintain list of volunteers hours (Board and other)
12. Create volunteer sign up forms

### **Commitments**

1. All Director duties outlined above. The Volunteer Coordinator is not required to join an additional committee outside of the 2 required below.
2. Participate in the Events committee and Pride Week committees and attend associated meetings.
3. Coordinate volunteers from beginning to end, including making recruitment strategies, sending recruitment emails, liaising between volunteers and board members, planning tasks and shifts for events, tracking volunteers, providing feedback if needed, terminating volunteers if needed, and completing monthly reports for the board.
4. Keep in contact with the lead of each event to understand their volunteer needs and follow appropriate processes to fill them.

## **Communications Coordinator**

### **Operational Workload**

1. Manage Eventbrite and tickets
2. Manage Canva
  - a. Create graphics and images for events, days of recognition etc.
3. Purchase and manage advertisements online, printed posters
4. Liaise with potential web designers, marketing contractors, students or other social media helpers
5. Field media requests and pass them on to the President or Vice President.
  - a. Occasionally answer media questions or do interviews at the discretion of the President and Vice President, and only if the Communications Coordinator is comfortable.
6. Create graphics, ads, and marketing materials (digital and print) for social media, press releases, or other media outlets on Canva Pro.
7. Draft press releases for approval by the President and Vice President.
8. Draft communications on behalf of the board, including but not limited to, Social Media statements responding to 2SLGBTQPIA+ related news/incidents/events, for approval by the board.
  - a. Time-sensitive situations need only President and Vice President approval.
9. Work with Admin Assistant to produce quarterly or monthly newsletters to society members (subscription list)
10. Manage all official Kamloops Pride social media platforms (Instagram and Facebook).
  - a. Post Instagram and Facebook posts for events and when requested by board members
  - b. Create Facebook Events



- c. Post Instagram Stories
- d. Answer direct messages on Facebook and Instagram, or request President/Vice President to answer
11. Create a social media plan and schedule for the year.
  - a. Research important dates for KP to post about (ex. Truth and Reconciliation, IDAHBT, Coming Out Day, Non-Binary Awareness Day, Asexual Awareness Day, June Pride Month, Canada Day draft messaging regarding colonialism)
  - b. Approximate dates for posting about Pride Week, Events, and other known KP items
12. Create and manage a local media master doc containing contact information for all media and news outlets in the Kamloops area (ex. Castanet, CBC, Kamloops Now, radio stations, etc.)
  - a. Include: Company, contact name, phone number, email address, type of media, if they are free public media (newspaper) or paid advertising (radio), any notes (good relationship, negative relationship, if they sponsor Pride Week)
13. Manage the [www.kamloopspride.com](http://www.kamloopspride.com) website via [www.wix.com](http://www.wix.com). Credentials can be found in the password sheet.

### **Commitments**

1. All Director duties outlined above.
2. Participate in the Pride Week committee and a minimum of 1 other sub-committee (i.e. Grants, Events, Sponsorship, Governance, Resources).
3. Use Canva to create graphics and images.
4. Get approval from the President and VP before publishing press releases, doing interviews, submitting to local media, or writing major social media posts on important topics.

## **Director of Youth Engagement**

### **Operational Workload**

1. Reach out to and maintain contact with the School District and other local youth organizations (for example Safe Spaces).
2. Research resources for youth and work with the Director of Resources to create, pull together, and publish them (digitally and physically).
3. Create a strategic plan for the year for engaging with the youth population.
4. Focus efforts on creating and maintaining regular youth specific events.

5. Focus efforts on improving Kamloops Pride's relationship with local youth and fostering more connection and inclusion.

### **Commitments**

1. All Director duties outlined above. The Director of Youth Engagement is not required to join an additional committee outside of the 2 required below.
2. Participate in the Events committee and Resources committee and attend associated meetings.

### **Director of Resources**

#### **Operational Workload**

1. Respond to general email inquiries about resources, resources share
2. Reach out to and maintain contact with local resources for 2SLGBTQPIA+ community members and intersecting minorities (e.g. ASK Wellness, EFry, etc.).
3. Reach out to and maintain contact with other important partners of Kamloops Pride (e.g. Tk'emlúps te Secwépemc, City of Kamloops, etc.).
4. Create and manage a master document with local, national, and international resources for 2SLGBTQPIA+ people and intersecting communities.
5. Work with TRU students on practicum placements and projects
  - a. Ensure TRU Resources are being updated
6. Create and manage a master document of local businesses, organizations, and venues with contact information and details on how they support KP.
7. Field anonymous reports in the info inbox and add them to the business master doc.
8. Manage the Resources section of the website.
9. Work with the Communications Coordinator to create an Instagram story highlight with resources.
10. Develop education package and/or training that can be presented to local businesses to increase their knowledge and inclusivity.
11. Develop criteria for local businesses and venues to assess their inclusivity, accessibility, and other factors that affect the 2SLGBTQPIA+ and intersecting communities.
12. Create and print physical resources, including orientation materials and presentations

### **Commitments**

1. All Director duties outlined above. The Director of Resources is not required to join an additional committee outside of the 2 required below.
2. Lead the Resources committee and attend meetings.
3. Be the main point of contact for the RCMP Community Policing Liaison to ensure continuation of the Safe Places Pilot Program.
4. Be the main point of contact for TRU Student partnerships, and ensure there are regular check-in meetings.
  - a. Current partnerships include Nursing, Law (PBSC), and Human Services.
  - b. You may share attendance of check-in meetings with other resource committee members, but you must schedule these meetings.

### **Director of Assets and Grants**

#### **Operational Workload**

1. Maintain inventory of the storage locker.
2. Lead “cleaning day” of the storage locker annually (or as needed) to tidy, organize, and inventory KP’s assets.
3. Maintain, to the best of your abilities, the quality and performance of assets (keep items clean and in working order, purchase replacements if needed, etc.).
4. Put together asset proposals for the purchase of new items for the board’s approval.
5. Research grants that KP may be eligible for and keep a master list of grant details.
6. Lead and coordinate the application of grants.

#### **Commitments**

1. All Director duties outlined above.
2. Lead the Grants committee and attend meetings.