

## **ABC Ontario Executive Board Job Descriptions -- Proposed**

### **Proposed Composition of ABC Board of Directors:**

(11 volunteer officers & directors plus 1 paid non-voting position)

### **Executive Officers:**

#### **President**

The President shall be the chief executive officer of the association and shall be ex-officio a member of all Standing Committees. The President shall call and preside at all regular meetings of the Council, of the Executive officers, and at the annual general meeting of the association. The President may appoint chairpersons of additional committees as needed, subject to the approval of the Executive Officers. In cooperation with the Executive Committee as a whole, the president shall be responsible for keeping the organization focussed on its mission and objectives.

#### **Past President** (supports all committees)

The Immediate Past President may attend all meetings and shall have voting privileges.

#### **Vice President** (supports all committees)

The Vice-President shall act in the absence or incapacity of the President. The Vice-President shall assist the President in carrying on the administration of the Association and furthering its policies and programmes.

#### **Treasurer** (Finance & Business Development Committees)

The Treasurer shall be responsible for the conduct of the financial affairs of ABC and chair the Finance Committee. The Treasurer shall have custody of the funds of the Association, depositing them in the name of ABC at a chartered bank. The Treasurer shall keep full and accurate books of account or oversee the activities of the General Manager in this regard, making routine disbursements by the authority of the Executive Committee, but making extraordinary disbursements by the authority of the Provincial Council. Cheques shall be signed by any two of the following: the Treasurer, the President, the Vice-President and the General Manager. The Treasurer shall give a statement of finances as often as required and shall give a complete financial report, which has been audited, at the annual general meeting of ABC.

### **Directors:**

#### **Legislation Liaison** (Advocacy Committee)

The duty of this director shall be to monitor the drafting and implementation of legislation affecting bright children and to participate in the process upon request. The Legislation Liaison shall also present briefs or make representation on behalf of ABC to appropriate legislative bodies.

#### **Education Liaison** (Advocacy Committee)

The duty of this director shall be to encourage all those provincial organizations involved in education, such as federations of teachers and trustees, universities and private schools, other such organizations concerned with exceptional children, to address the needs of bright children. The Education Liaison shall encourage the training of suitable teachers and provision of appropriate programmes for these children.

#### **SEAC Coordinator** (Advocacy Committee)

The duties of this director shall be to act as the liaison between the Executive Committee and the ABC SEAC representatives; to relay the concerns of SEAC representatives to the Executive Committee; to keep the ABC SEAC representatives informed about legislative and educational changes affecting bright and gifted children through the periodic distribution of electronic notices and through conferences and

workshops as may be appropriate; to keep ABC SEAC representatives informed and aware of official ABC positions; and to act as the ABC/SEAC liaison with other provincial parent associations.

**Director of Public Relations** (Outreach & Business Development Committee)

The Director of Public Relations shall chair the Outreach Committee. This director shall act as ABC's liaison with the media and general public and ensure that effective and efficient two-way communications strategies are in place with regards to members, the general public and other stakeholders. This shall include regular direct communication with the membership in the form of provincial newsletters as well as other electronic communications. The duty of this director shall also include maintaining timely and regular contact with a designated representative of each ABC chapter or area contact (where there is no functioning chapter) and to act as liaison between the chapters and the Executive Officers. The Director of Public Relations shall present new and prospective chapters to the Executive Officers for accreditation when the requirements have been met.

**Director of Volunteer Development** (Outreach Committee)

The Director of Volunteer Development shall be responsible for seeking out and responding to prospective volunteers. This director shall also oversee the training of new volunteers and the coordination of new and existing volunteer resources in co-operation with the General Manager\*\*, Standing Committees and chapters. In cooperation with Outreach and other Standing Committees, this director will make recommendations concerning the need for paid services to be contracted when volunteers are not available and to assist the General Manager to ensure seamless cooperation between paid and volunteer services.

**Director of Resource** (Advocacy & Outreach Committees)

The Director of Resource shall serve as a consultant and advisor to support the development of ABC publications, outreach and advocacy efforts including newsletters and web-based resources. It shall be the duty of the Director of Resource to compile a bibliography of reference material on bright children from various resources, such as studies, journals, books and digital media and to make this bibliography available to the executive committee, chapters and to non-member contacts. The Director of Resource shall further ensure that the General Manager maintains a set of newsmagazines and other materials published by ABC Provincial such as position papers, responses to proposed legislation, etc.

**Director of Business Development** (Finance & Business Development Committees)

This director shall be responsible for ABC's strategic planning needs including, but not limited to fundraising, grant applications, and other revenue, member and volunteer generating endeavors which promote ABC's mission and objectives.

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\*\* **General Manager** (a proposed paid appointment comparable to service currently rendered by Becker Assoc. but with greater contribution to ABC operations and objectives).

The General Manager shall be responsible for maintaining ABC Ontario's official records (e.g., minute book, record of incorporation, books of account, receiving membership fees, and for preparing and maintaining an up-to-date membership file). The General Manager shall also coordinate ABC volunteer and subcontracted efforts relating to fundraising, donations, grants, events, advertising, publications, email response and distribution, website maintenance and other communications needs as directed by the Finance Committee and in co-operation with all other Standing Committees.