



### CAGP Board Member Responsibilities and Criteria

The Board of Directors is responsible for the overall direction and vision for the organization and for ensuring the implementation of its goals and objectives which includes sponsorship and fundraising. In order to effectively carry out its broad mandate, the Board relies on an administrative network which includes the salaried staff, committee chairs and heads of specific task forces. The Board typically has one to two face to face meetings and approximately ten teleconferences every year. Members are expected to familiarize themselves with relevant organizational details and actively contribute to discussions that result in policy and operational initiatives. Board membership is for a two-year term and is entirely voluntary.

#### Other Board Member Responsibilities (for all board members):

- ✓ Board meeting and strategic planning meeting participation
- ✓ Helping solicit surveys of membership from local jurisdiction and beyond.
- ✓ Join at least one other initiative (in first year of office), and lead an initiative in 2<sup>nd</sup> year of term and beyond
- ✓ Assist with succession planning for role prior to departure from Board
- ✓ Year-end report – by August of each year
- ✓ Newsletter updates – at least 2 per year
- ✓ Review of relevant website section annually
- ✓ Assistance with direct solicitation of sponsorship of Annual Scientific Meeting and other initiatives
- ✓ Help promote Annual Scientific Meeting and other CAGP initiatives/events annually

#### Criteria for Director Nomination

The CAGP would like to ensure that the diverse strengths and expertise needed to execute the organization's objectives are represented on the Board.

Experience with organizational leadership is a strong asset. This may include:

- ✓ financial management,
- ✓ business/corporate operations,
- ✓ fund-raising,
- ✓ personnel management,
- ✓ strategic and long-range planning,
- ✓ marketing/public relations;
- ✓ demonstrated commitment/involvement in CAGP activities and meetings; and
- ✓ the ability to work cooperatively

Additionally, it is desirable for the Board to be professionally, ethnically, and gender diverse, representing the major constituents of CAGP members. Board members who have previously served are eligible for a second term after the end of their first term.



### **Board meetings**

The Board meets at least once a year in person at the Annual Scientific Meeting and at regular intervals throughout the year via teleconference. Regular Board meetings occur monthly, generally on the last Tuesday of each month. The chair for the Board meetings will be the President, unless otherwise specified. Five Directors constitutes quorum at any meeting of the Board.

### **Board Documentation**

All Board members are given access to a password protected *Board Only* section of the website. In this *Board Only* section, you will find previous meeting minutes, meeting packages, CAGP policies, minutes and forms.