



## City of Edmonton Management Association (CEMA) Volunteer Board Member Major Commitments

### **Board of Directors Key Roles:**

CEMA Board Executive and Directors represent the broad membership who have opted in to the association, and is a liaison body between members and management/others on matters of interest to members.

Represents the interests of the Association as a whole.

Provides input into the operational and financial performance of CEMA.

Promotes collaboration, cooperation and participation amongst members and the organization as a whole.

### **Expected Commitments from Board Members:**

Attend monthly board meetings under a governance model, 2nd Tuesday of each month over lunch time.

Each Board member is expected to attend and contribute to monthly Board meetings.

Each Board member is required to chair at least one committee, recruit volunteers and prioritize committee work. Committees are: Benefits, Communications, Education/Recognition, Events, and People Matters. Each committee prepares a monthly report to the Board.

Attend annual scheduled activities that require CEMA Board involvement include: Annual General Meeting (spring), scheduled member luncheons (spring, fall, winter), annual ½ day Board Planning Session (January), and annual social event e.g. golf tournament.

Occasionally, may host ad hoc planned brown bag lunches/before or after work member events, and surveying membership on key issues

New members will be supported and mentored by an existing Board member to help ease the transition into this leadership role.

Participation on the Board is voluntary and there is no remuneration for service

## **Qualifications**

Be a CEMA member in good standing.

Believe in the mission of CEMA.

Have knowledge about the services to members and vision/goals of the association.

Be able to actively participate in open and careful deliberation on all matters.

Have a willingness to invest in others, inspiring confidence and enthusiasm.

Have support from his/her employer and colleagues regarding the time commitment required for Board service.

March 2016