

BOMA OTTAWA ORGANIZATION AND ADMINISTRATION POLICY

ASSOCIATION STRUCTURE

The Association shall be managed by a Board of Directors which shall report to the membership.

The Board shall be composed of the President, the Vice President, the Secretary, the Treasurer, the Immediate Past President and not less than 6 other members. The total number of Allied members shall not be more than 3.

The Purpose of the Board

The Board of Directors is the governing body of the Association. It is an elected body whose members serve voluntarily. It charts the future direction of the Association and ensures that it stays on course.

Service at the Board level cannot be taken lightly. Besides the legal and trust responsibilities, members must consider the moral and ethical contract that they are undertaking on behalf of the Association and their fellow members.

Most people have a mixture of motives when serving as volunteers. The main reason should be to benefit the organization. However, it is realized that there may be other reasons such as to benefit themselves, their company, organization, or sectoral interest or society in general, or some component/facet of it. An excess of personal reasons is unhealthy because it contributes to stagnant behaviour on the Board. A Board is a team whose success depends heavily on the commitment and performance of the individual members.

Duties and Responsibilities of a Director

- Have an in-depth knowledge of the Association and its operations.
- Attend and actively participate in all meetings (Meetings are held monthly. Directors should attend at all meetings.)
- Represent all segments and interests of the Association's membership provided these viewpoints are in accordance with the Association's mission statement; that is, they do not just represent your own viewpoint or that of your own business. Be a team player.
- Be informed about the background of issues in order to discuss them responsibly.
- Know and understand the roles and responsibilities of the Board, Committees and staff members.
- Spend time preparing for Board meetings, carrying out Board tasks, and completing any Committee responsibilities that you undertake in a timely manner.
- Endorse the collective decisions of the Board publicly (even if you don't share them personally). Be a booster and not a complainer outside the Board.
- Accept a position or special project only if you are confident that you will do well for the Association.
- Remember that you hold a position of trust, and keep Board business confidential.
- Always act in the best interest of the Association.
- Adhere to conflict of interest guidelines. Disclose any interest you have in a contract being discussed. Do not vote on that particular issue.
- Participate in one or more Committees.
- Serve as a Board Liaison for one or more Committees.
- Participate at National and International levels whenever possible.
- Be a representative or ambassador of the Association, and for the industry.
- Provide leadership.
- Promote industry related education such as BOMI courses.