

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 the Board

- Appoint Committees and Task Forces, with terms of reference and duties as shall be designated by the Board. Such Committee and Task Force Chairs shall report directly to the Board.
- Set and monitor Association goals.
- Monitor policy development and strategic planning. Monitor program success.
- Monitor member satisfaction.
- Monitor Board, Committee and Task Force performance.
- Decide whether to create a Committee and set its terms of reference.
- Approve Committee Chairs.
- Decide on Committee recommendations and who should implement them, i.e. volunteers or staff.
- Maintain, revise, and enforce the Letters Patent and the Bylaws of the Association.
- Ensure the Association is effectively governed by holding an Annual General Meeting and elections and by filling interim Board vacancies.
- Ensure that planning processes are rigorous, future focused, and integrated.
- Ensure compliance with all laws, including competition policy.
- Ensure appropriate reports and remittances (e.g. Notice of Change in Board of Directors) are submitted to all appropriate government/governing bodies in a timely manner.
- Approve major financial decisions including the allocation and acquisition of funds, the annual budget and major investments, carefully monitoring and auditing organizational spending and ensuring that an annual report is sent to members.
- Develop an effective working relationship with the staff.
- Hire and monitor the performance of the Executive Director.
- Foster and maintain ties with BOMA Canada and, as appropriate, BOMA International.