

Members-at-Large
Executive Board of Directors

As members of the Executive Board of Directors without portfolio, Members-at-Large will be best equipped to act as liaison between the membership and the board on a continuous basis. Members-at-Large will also be available to fill other roles and positions as needed, and to assist board members in their responsibilities.

Responsibilities:

- Ensure the continuous liaison between the membership and board
- Assist board members in the fulfillment of their portfolio tasks.
- Assist with roles and needs as they arise.
- Ensure the development of the organization and its membership.
- Support and assist members of the Board in their duties.

Skills and Abilities:

- Meets the legal requirements to serve on the board of a corporation
- Understanding of the community and the organization's mandate
- Willingness to speak on the behalf of members
- Flexibility in roles and assignments as needed
- Willingness to represent our sexual and gender diverse community
- Open and accepting nature

Commitment:

- Attend 8+ meetings of the Board annually
- Attend the Annual General Meeting of the membership
- Attend other meetings as they arise

Director of Community Relations
Executive Board of Directors

The Director of Community Relations will play a central role in the organization's future, ensuring its membership is well informed and engaged in our community's issues and activities. By utilizing all available resources, including electronic and print outlets, the Director of Community Relations will create an effective network for the timely distribution of information within our community.

Responsibilities:

- Ensure the efficient distribution of information within the membership.
- Ensure the creation and development of an electronic presence for the organization.
- Increase the visibility and awareness of events and issues within our community to its members.
- Ensure the development of the organization and its membership.
- Support and assist members of the Board in their duties.

Skills and Abilities:

- Meets the legal requirements to serve on the board of a corporation
- Understanding of the community and the organization's mandate
- Experience in Public Relations and Communications
- Excellent communication skills
- Understanding of web development and maintenance
- Experience in newsletter or print design
- Willingness to represent our sexual and gender diverse community
- Open and accepting nature

Commitment:

- Attend 8+ meetings of the Board annually
- Attend the Annual General Meeting of the membership
- Attend other meetings as they arise



POSITION DESCRIPTION:

Director of Public Relations

Executive Board of Directors

The Director of Public Relations will play a central role in the organization's future, ensuring public knowledge of the organization's existence and activities. The Director of Public Relations will be responsible for engaging public media outlets and creating opportunities for the organization to develop a public profile.

Responsibilities:

- Act as liaison between the media and the organization.
- Build and define the public profile of the organization and its purpose.
- Create and foster opportunities for the organization to be visible in Niagara.
- Ensure the development of the organization and its membership.
- Support and assist members of the Board in their duties.

Skills and Abilities:

- Meets the legal requirements to serve on the board of a corporation
- Understanding of the community and the organization's mandate
- Organized and professional
- Experience in Public Relations and Communications
- Excellent communication and public speaking skills
- Understanding of media and its relationship with not-for-profit organizations
- Willingness to represent our sexual and gender diverse community
- Open and accepting nature

Commitment:

- Attend 8+ meetings of the Board annually
- Attend the Annual General Meeting of the membership
- Attend other meetings as they arise



POSITION DESCRIPTION:

Treasurer

Executive Board of Directors

The Treasurer will act as the financial manager of the organization, ensuring the professional and transparent management of the organization's fiscal resources. The Treasurer will also be responsible for the financial well-being and development of the organization, responsible for overseeing all fundraising or financial development programs.

Responsibilities:

- Record and manage the organization's finances
- Ensure the financial growth and viability of the organization
- Ensure accurate and transparent reporting to the board and its members and other parties as required
- Ensure the development of the organization and its membership
- Support and assist members of the Board in their duties

Skills and Abilities:

- Meets the legal requirements to serve on the board of a corporation
- Understanding of the community and the organization's mandate
- Experience with organizational treasury
- Understanding of the applicable rules and laws of organization finances
- Organized and professional
- Open-minded and accepting

Commitment:

- Attend 8+ meetings of the Board annually
- Attend the Annual General Meeting of the membership
- Attend other meetings as they arise



POSITION DESCRIPTION:

Secretary to the Board
Executive Board of Directors

The Secretary to the Board will ensure the efficient and professional operation of the board by ensuring the proper administration of board documentation and correspondence. The Secretary to the Board will also act as Secretary at meetings of members.

Responsibilities:

- Take minutes of meetings
- Receive and present correspondence to the board
- Ensure timely distribution of board resources including minutes and agendas
- Ensure the development of the organization and its membership
- Support and assist members of the Board in their duties

Skills and Abilities:

- Meets the legal requirements to serve on the board of a corporation
- Understanding of the community and the organization's mandate
- Experience in taking minutes of meetings
- Organized and professional
- Excellent communication skills
- Open-minded and accepting

Commitment:

- Attend 8+ meetings of the Board annually
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Vice-Chair of the Board

Executive Board of Directors

The Vice-Chair of the Board will be accountable for the structural and strategic development of the organization. Working with members, the Vice-Chair will ensure the development and integration of a strategic plan for the organization, including a mission, vision and principles statement which will guide the activities of the organization. In the Chair's absence, the Vice-Chair will operate as the Acting Chair of the Executive Board of Directors.

Responsibilities:

- Act as Chair in his/her absence
- Ensure the development and integration of a Strategic Plan
- Ensure the development and adherence of governing by-laws and board protocols
- Ensure the development of the organization and its membership
- Support and assist members of the Board in their duties

Skills and Abilities:

- Meets the legal requirements to serve on the board of a corporation
- Understanding of the community and the organization's mandate
- Demonstrated leadership of diverse groups
- Organized and professional
- Excellent communication and public speaking skills
- Understanding of organizational structure
- Experience in strategic planning for not-for-profit organizations
- Willingness to publicly represent our sexual and gender diverse community
- Open-minded and accepting

Commitment:

- Attend 8+ meetings of the Board annually
- Attend the Annual General Meeting of the membership
- Attend other meetings as they arise



POSITION DESCRIPTION:

Chair of the Board
Executive Board of Directors

The Chair of the Executive Board of Directors will be vested with ultimate accountability to the Membership for the operation of the organization. Acting as a moderator and facilitator, the Chair will ensure that meetings of the Board and membership are undertaken in the most efficient and effective manner and that the organization operates in keeping with its mandate, mission and the will of its members.

Responsibilities:

- Chair meetings of the Board and of the Membership
- Cast deciding vote in situations where vote is tied
- Oversee the organization in accordance with its mandate, mission and strategies
- Ensure the development of the organization and its membership
- Support and assist members of the Board in their duties

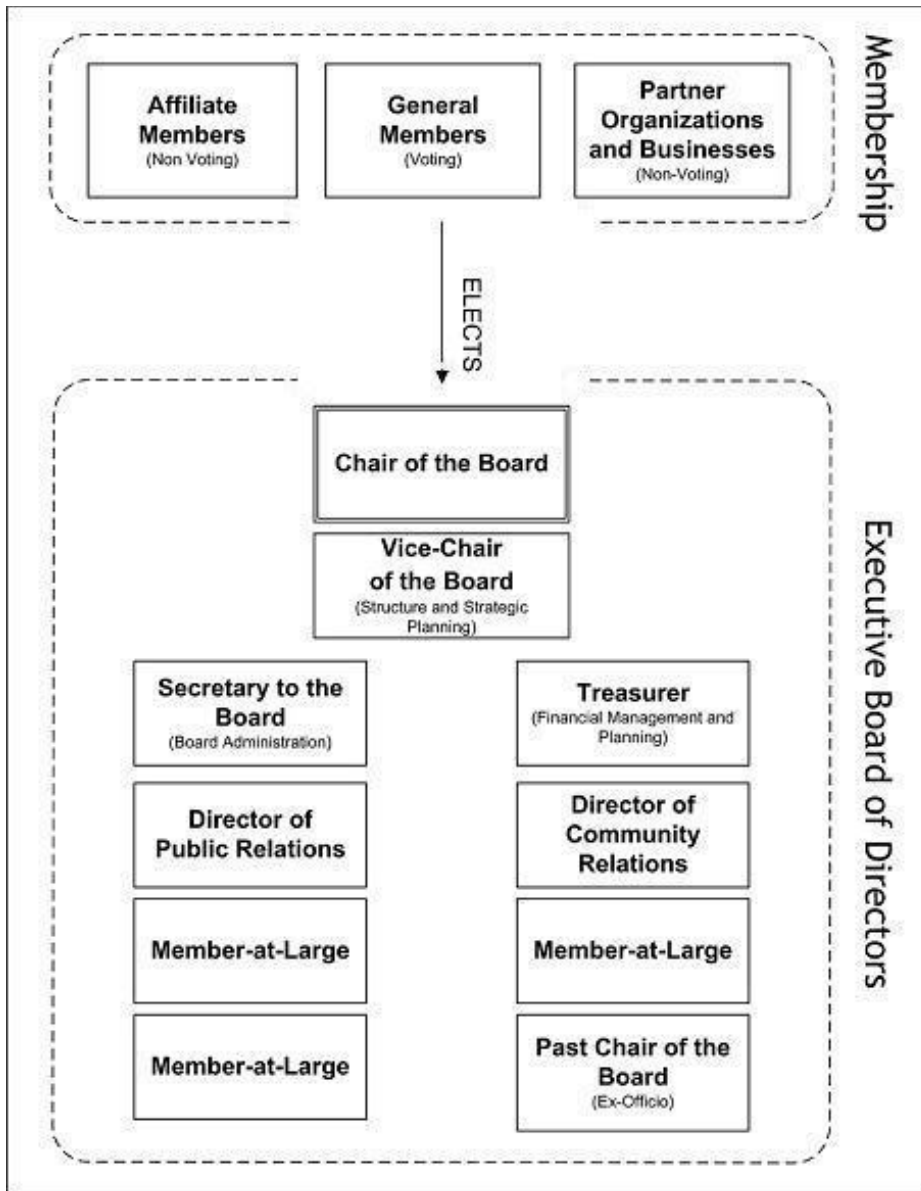
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Structure - Simplified



Affiliate Members:
Individuals who either are not able to pay the membership fee, or are given 'honourary membership' by the Executive Board in appreciation for their work to benefit the community.

General Members:
Individuals who have paid the membership fee and submitted the appropriate form and are therefore entitled to vote at meetings of members.

Partner Organizations and Businesses:
Businesses and Organizations who support the cause of the organization and wish to publicly affiliate with the organization.

Voting members meet at least once annually to select the Executive Board for the coming year, and may meet more often as needs arise.