

Halifax Pride Director Roles and Responsibilities

Although Board Directors serve a two year term, Board roles are decided annually. The Board Directors shall elect annually a Chair, a Vice Chair, a Treasurer, and a Secretary. No person may hold more than one of these offices. Committee Lead positions are determined amongst the Board.

Chair Description

The Chair shall be the presiding officer of the Society. The Chair shall have the general supervision of the activities of the Society, be responsible for the effectiveness of the Board, and shall perform such duties as may be assigned to the Chair by the directors from time to time. The Chair provides knowledge, direction, and strategy to all board related affairs. The Chair is expected to offer guidance to fellow board directors throughout the year. Although the Chair can delegate primary spokesperson responsibility, the portfolio holder should hold strong communication skills, and be knowledgeable of relevant of 2SLGBTQ+ issues.

This position can require a significant time commitment throughout the year with many varying high time peaks. Because the Chair represents the Society, time may be required for meetings that may occur during the typical Monday to Friday work week. This requires flexibility in the portfolio holder's personal/work schedule.

Duties include:

- The Chair shall, when present, preside at all meetings of the members of the Society and of the Board of Directors
- The Chair shall also be charged with the supervision of the affairs and operations of the Society
- The Chair is the primary spokesperson for Halifax Pride to the media and the community at large, or delegates this responsibility accordingly. They represent Halifax Pride to Government officials and at community functions, unless otherwise delegated
- The Chair heads the Executive Committee
- They are one of the signing authorities on behalf of the Board for financial and legal purposes
- During the absence or inability of the Chair, their duties and powers may be exercised by the Vice Chair, or another director as the board may from time to time appoint for the purpose

Vice Chair Description

The Vice Chair shall perform the duties of the Chair and such duties as may be assigned to the Vice-Chair by the directors from time to time.

Duties include:

- The Vice Chair shall sit on the Executive Committee
- They are one of the signing authorities on behalf of the Board for financial and legal purposes
- During the absence or inability of the Chair, the Chair's duties and powers may be exercised by the Vice Chair
- Vice Chair shall act as support for portfolio holders as required
- Historically the Vice Chair has taken over duties which the assigned portfolio holders are unable to complete

Secretary Description

Responsible for the coordination of board meetings, taking of minutes, maintaining records, upholding legal/by-law requirements, and internal communication and correspondence.. Coordination of board meetings includes setting the date/time meeting schedule, finalizing the agenda with consultation from Staff and Board, and recording minutes and action requirements. Portfolio holder should have note taking and typing, as well as be extremely organized.

Duties include:

- Liaising with the Board to plan meetings
- Receiving agenda items from board members
- Circulating agendas and reports
- Taking minutes
- Circulating draft minutes at least 48 hours prior to society meetings
- Checking that agreed actions are carried out
- Filing minutes and reports
- Acting as custodian of the organization's governing documents
- Checking quorum is present at meetings
- Creation and management of SGM/AGM packages
- Management of office phone messages and info@halifaxpride.com

Treasurer Description

The Treasurer is responsible for all financial duties involved in running the Halifax Pride Society and Festival. The Treasurer shall be responsible for ensuring that the accounts, financial statements, and all financial matters are in good order, shall submit the financial statements of the Society annually to the members, and shall perform such duties as may be assigned to the Treasurer by the directors from time to time. This includes issuing cheques, recording all transactions, managing financial risk, monthly bank reconciliations, and year end duties such as preparing the financial statements. The Treasurer analyzes and manages the Society's financial expenditures and makes recommendations to the Board to improve practices.

Duties include:

- The proper management of all cheques, including their writing, filling out the receipt portion, issuing them chronologically and ensuring they are signed by the proper signing authorities

- Following board policy on Board Member reimbursements
- Managing the finances of any online payment system related to the society
- Facilitate changing of signing authority when needed
- Ensuring that all transactions on the bank account are properly explained and accounted for
- Perform monthly bank reconciliations
- Prepare monthly financial statements
- Prepare year-end financial statements
- Arrange for floats to be prepared for Pride events and ensure that all float money is returned
- Work with the Executive and board to prepare annual budget
- Prepare year-end filing requirements as demanded by the government and CRA
- Ensure all invoices are paid on-time and all cheques are mailed to their destinations on-time
- Ensure hard copies of all invoices are properly recorded in the books
- Work to implement any recommendations from the previous year's audit

Committee Lead Description

Halifax Pride relies on a variety of planning and guidance committees that are led by Board Members. Each Board member is expected to lead at least one committee, hosting approximately one meeting a month. These committees allow Pride to learn from a wide variety of voices and foster a Festival that reflects the interests of our community. As Lead, the Board Member is responsible for oversight of the area of the Society/festival, and champions these efforts throughout the year.

The committees offered year to year may change based on the makeup of the board and their priorities. The Board must prioritize offering committees that allow for the successful functioning of the Society and festival. Past committees have included:

ACCESSIBILITY: offers logistical input and/or project suggestions to remove barriers to participation

ADVOCACY: identifies issues facing the 2SLGBTQ+ community and means to champion these causes through Pride resources

COMMUNICATIONS: guides communications strategies, primarily through social media efforts

ELDER: identifies barriers to participation and new engagement opportunities

EVENTS: directs planning on events outside festival time

HEALTH & WELLNESS: supports activities and initiatives that prioritize sexual, spiritual, and mental health

IMMIGRANT: connects the 2SLGBTQ+ immigrant population in Halifax and brings awareness to issues that 2SLGBTQ+ individuals are facing in other countries

POLICY & GOVERNANCE: directions the creation of new policies and review of current policies to improve Society governance

QTBIPOC: identifies ways to support and prioritize QBIPOC participation through new initiatives and events

TRANS & NON-BINARY: identifies ways to support trans & non-binary communities through the festival and Halifax Pride Society

YOUTH: creates new events and opportunities for youth at the festival