

association  
canadienne  
pour la pratique  
et l'éducation  
pastorales



canadian  
association  
pastoral for  
practice and  
education

### Terms of Reference: Board of Directors

#### **Purpose:**

The Board of Directors shall provide leadership in the development and implementation of the Vision and Mission of the Association.

#### **Functions:**

The Board of Directors shall

- ensure the Vision and Mission statements reflect the current values and circumstances of the Association
- develop plans for the future development of the Association
- support members' needs for professional affiliation, education and practice standards, a Code of Ethics, and professional development through the facilitation of educational, practice and research activities in the Association
- receive proposals from Regions concerning the place, date and theme of future Annual meetings of the Association and make a recommendation for approval to the membership at its Annual meeting
- provide a structure and forums within which the work of the Commissions and Committees can be discussed, receiving regular reports from the Commissions and the Committees therein
- ensure current Terms of References are maintained by all Commissions and Committees of the Association
- correspond with and support the Regions of the Association through the work of the Commissions
- maintain corresponding relationships with the Judicial Committee and the Ethics Committee, facilitating their work in whatever manner is deemed necessary by those Committees
- maintain a National Archives in which relevant writings and records of the Association are stored and appoint a member to serve as the Archivist/Historian Each Region will maintain its own Archives for its records and writings.
- communicate regularly with the membership to keep it informed of changes in the Association and to gain information about the needs and visions of the membership
- annually appoint auditors

#### **Membership:**

Membership will include the duly elected President, Vice President, Secretary, Treasurer, Education Standards Commission Chair, Professional Practice Commission Chair and Bilingual Committee Chair. A staff member of the National Office, normally the

Manager of Membership Services, will provide administrative support to the actions initiated by the Board of Directors. All members of the Board of Directors will be elected for a term of office of two years by the membership at its Annual Meeting. No officer shall be elected for more than two consecutive terms. The Secretary and Treasurer shall be elected on alternate years. The Vice President will serve one year of a two year term prior to assuming the Presidency and the other year of the two year term following service as the President. The Chairs of the Commissions will be elected on alternate years to each other.

**Officers:**

The **President** shall

- preside over all meetings of the Executive Committee, the Board of Directors and the Association
- call all meetings of the Executive Committee and the Board of Directors
- serve as an ex officio member of all the Commissions and Committees of the Association, except the Nominating Committee
- be the signing authority for all legal documents
- co-ordinate external relations for the Association
- communicate regularly to the membership significant decisions, initiatives, or works in progress

The **Vice President** shall

- when necessary assume the duties of the President
- assist in the conducting of the business of the Executive and the Board of Directors
- ensure nominations for the Officers of the Board of Directors are presented to the Annual Meeting
- monitor and initiate appropriate changes and updates to the Constitution, by-laws and terms of reference
- encourage groups of members to plan future conventions and function as the primary contact between the Board and the planners of the Association's conventions
- coordinate conversations with employing organizations around topics related to employment of adequately qualified practitioners, hiring practices, and dealing with problematic practitioners

The **Secretary** shall

- record the minutes of all meetings of the Executive Committee, Board of Directors and the membership of the Association
- receive and prepare correspondence on behalf of the Executive Committee and the Board of Directors
- keep copies of email decisions made by the Executive and Board.
- ensure copies of minutes of all meetings are stored in the Association's Archives , through the Association's Archivist/Historian
- oversee the maintenance of the Archives of the Association, through the Association's Archivist/Historian
- share with the treasurer the oversight of the functioning of the national office, including signing contractual agreements related to the functioning of the office.

- maintain a current list of officers and members for all committees and commissions in the Association, nationally and regionally
- maintain working connection with the regional executives
- be responsible for sealing the minutes of the Executive Committee and depositing them in the national office
- be responsible for the website, including the selection and oversight of the webmaster.

The **Treasurer** shall

- have oversight for all fiscal matters of the Association and provide regular financial reports to the Board of Directors
- present an audited financial statement and an annual budget for approval to the Annual Meeting of the Association
- serve as a Director on the Board of Directors of the Foundation, and serve as the direct liaison with the Association Board concerning the securing of additional funding resources and their allocation
- share with the secretary oversight of the functioning of the national office, including signing contractual agreements related to the functioning of the office.

The **Professional Practice Commission Chair** shall

- chair all meetings of the Professional Practice Commission
- provide regular reports to the Board of Directors concerning the work of the Professional Practice Commission and any issues arising from Regional activities that may have national implications
- consult with the Board of Directors on matters of vision, planning, policy and finance.

The **Educational Standards Commission Chair** shall

- chair all meetings of the Educational Standards Commission
- provide regular reports to the Board of Directors concerning the work of the Educational Standards Commission and any issues arising from Regional activities that may have national implications
- consult with the Board of Directors on matters of vision, planning, policy and finance.

The **Bilingual Committee Chair** shall

- chair all meetings of the Bilingual Committee
- provide regular reports to the Board of Directors concerning the work of the Bilingual Committee
- consult with the Board of Directors on matters of vision, planning, policy and finance.

**Meetings:**

Regular meetings shall be held at least semi-annually at the call of the President or three members of the Board of Directors. Special meetings of the Board of Directors or of the Association may be called by the Executive Committee or by the President upon petition of 20 members of the Association representing more than one Region.

**Quorum:**

At all dully called meetings the participation of five members will constitute a quorum.

**Reports and Consultation:**

Regular reports and consultation will be maintained with the Commissions, the Bilingual Committee, the National Ethics Committee, the Judicial Committee and the Foundation.

**Communication:**

Regular communication will be facilitated within the Association by the Board of Directors through the National Office.

Revised February 2004