



**ONTARIO CHIROPRACTIC ASSOCIATION
ASSOCIATION CHIROPATIQUE DE L'ONTARIO**

**BOARD MEMBER (DIRECTOR)
Job Description**

AUTHORITY/RESPONSIBILITY:

The Board of Directors is the legal authority for the OCA and shall have authority to exercise all powers between Annual and Special meetings, except to change the Bylaws.

As a member of the Board, a Director acts in a position of trust and is responsible for the effective governance of the organization.

TERM:

Directors are elected by the membership through mail vote prior to the Annual General Meeting. Directors serve for a three-year term. Directors may be re-elected for additional terms.

REQUIREMENTS:

- Voting member in good standing of the Association
- Commitment to the work of the organization
- Willingness to actively participate
- Attendance at regular Board meetings (approximately 6 per year) and ad hoc meetings and teleconferences as necessary
- A time commitment of 10 - 15 hours per month (includes Board preparation, meeting time, etc.)
- Attendance at Annual General Meeting
- Be informed of the services provided by the OCA and publicly promote and support them
- Be aware and abstain from any conflict of interest

MAJOR DUTIES:

- Governing the OCA according to the broad policies developed by the Board
- Establishing and upholding the mission, vision and overall long and short term goals, objectives and priorities for the OCA in meeting the needs of the membership and community
- Establish the terms of employment, remuneration and duties of the Chief Executive Officer and evaluate the performance of the Chief Executive Officer.
- Recommend policy to the Board
- Promote OCA membership through community networking, etc.
- Being accountable to the funders (membership and others) for the services provided and funds expended
- Being accountable and seeking nominations for election to the Board when appropriate
- Prepare for and participate in the discussions and the deliberations of the Board
- Foster a positive working relationship with other Board members, and other chiropractic organizations