



Manual of Operations

Title: Officers Roles and Responsibilities	Number: MO-01-03
Source: WGHA Board	
Approved By: WGHA Board	Date Approved: June 2014 Date Last Reviewed: March 2016; February 2024

The WGHA has four (4) Officers: President, Vice President, Treasurer and Secretary. The general duties, responsibilities and qualifications for the WGHA Officers are as follows.

PRESIDENT

The President is the chief executive of the WGHA, and will convene and preside over meetings of the WGHA Board and Meetings of Members.

Responsibilities

- Monitor the progress of WGHA goals and objectives as set forth in the strategic plan.
- Stay current with all new OWHA information and policies and coordinate the dissemination of this information to Board members and the Association members as appropriate.
- Serve as the primary spokesperson for the WGHA and as a liaison with OWHA, Cities of Waterloo and Kitchener and other organizations WGHA may become involved with from time to time.
- Preside over all meetings of membership and Board of Directors.
- Be a signing officer of the WGHA.
- Conduct meetings, formulate ideas, and delegate responsibility.
- Communicate effectively on all levels and seize any opportunity to positively represent the organization at meetings or other functions that would benefit the WGHA.
- Uphold the WGHA's policies and procedures handling problems, and address issues among members.
- Prepare and communicate a final written report of the year's activities, which include recommendations for the following year.
- Write a "President's Message" for posting on the WGHA website
- Ensure all WGHA policies and procedures are clear and communicated to all members.



Manual of Operations

Title: Officers Roles and Responsibilities	Number: MO-01-03
Source: WGHA Board	
Approved By: WGHA Board	Date Approved: June 2014 Date Last Reviewed: March 2016; February 2024

- Plan and work on the annual budget in conjunction with the Treasurer and the Finance Committee.
- Serve as a full voting member of the Board.
- Address individual Board member performance when required
- Be an ex-officio voting member of all committees of the WGHA
- Perform such other duties and responsibilities as may from time to time be prescribed by the Board of Directors.

Qualifications

- Must have served as a member of the WGHA Board of Directors for not less than two (2) years
- Previous board governance experience
- Dedication to the WGHA
- Communication, leadership, and organizational skills
- Member in good standing with the WGHA

Term of Office

Two (2) Years

Attendance Responsibilities

- Attend OWHA meetings as required
- Attend at least 75% of all Board meetings annually

Committee Responsibilities

- In conjunction with WGHA Board, appoint all Chairs of, and members to Standing Committees and Ad Hoc Committees
- Serve as an ex-officio voting member of the Board of Directors' committees



Manual of Operations

Title: Officers Roles and Responsibilities	Number: MO-01-03
Source: WGHA Board	
Approved By: WGHA Board	Date Approved: June 2014 Date Last Reviewed: March 2016; February 2024

- Act as Chair of the Grievance and Appeals Committee, overseeing the grievance and appeals procedures to ensure that they are being adhered to at all levels of appeal

VICE PRESIDENT

The Vice President will substitute for the President in his/her absence or inability to serve.

Responsibilities

- During the absence of the President, will have and exercise all of the powers of the President;
- Be a signing officer of the WGHA;
- Perform such other duties and responsibilities as may from time to time be prescribed by the Board of Directors.
- Lead the development or renewal of the WGHA multi-year plan.
- Serve as a full voting member of the Board and advise various committees, as assigned.
- Communicate effectively on all levels and seize any opportunity to positively represent the organization at meetings or functions that would benefit the WGHA
- Work closely with current President throughout the year

Qualifications

- Must have served on the WGHA Board of Directors, for at least one (1) year.
- Previous board governance experience
- Dedication to the WGHA
- Communication, leadership, and organizational skills
- Member in good standing with the WGHA

Term of Office

Two (2) years



Manual of Operations

Title: Officers Roles and Responsibilities	Number: MO-01-03
Source: WGHA Board	
Approved By: WGHA Board	Date Approved: June 2014 Date Last Reviewed: March 2016; February 2024

Attendance Responsibilities

- Attend at least 75% of all Board meetings annually

Committee Responsibilities

- Serve as a full voting Director on the Board and advise various committees, as assigned.

TREASURER

The Treasurer will be responsible for the disbursement of WGHA funds and the preparation of periodic financial statements.

Responsibilities

- Ensure that full and accurate financial records of the Corporation are kept and deposit all monies or other securities in such bank accounts as may from time to time be designated by the Board of Directors
- Render interim financial reports at regular meetings of the Board
- Prepare an annual financial report to be available not less than 21 days prior to the Annual Meeting of members and arrange for the completion of an audit by the auditors appointed by the Board
- Present at each Annual Meeting, a report of the financial operations from the past year and, where available, an audited financial statement
- Be a signing officer of the WGHA
- Perform such other duties and responsibilities as may from time to time be prescribed by the Board of Directors.

Qualifications

- Active relevant designation such as CPA, CFM
- Familiarity with accounting processes



Manual of Operations

Title: Officers Roles and Responsibilities	Number: MO-01-03
Source: WGHA Board	
Approved By: WGHA Board	Date Approved: June 2014 Date Last Reviewed: March 2016; February 2024

- Budget development and financial management skills
- Member in good standing with the WGHA

Term of Office

Two (2) years to a maximum of three years

Attendance Responsibilities

- Attend at least 75% of all chapter meetings annually

Committee Responsibilities

- Chair the Finance Committee to govern the financial business of the corporation
- Serve on other committees as assigned by the Board of Directors

SECRETARY

The Secretary will be responsible for maintaining minutes of the meetings of the Board of Directors, and Annual Members Meetings (AMM) and Special Members Meetings (SMM). The Secretary will maintain the list of members of the Corporation.

The Secretary is the officer who maintains the records and rosters for WGHA. Duties generally include: taking minutes at AMM and SMM regular and special Board meetings; sending out meeting notices and agendas accompanied by minutes; and maintaining an official Board book binder of all documents relating to official meetings (meetings notices, agendas, minutes, any material given to board members, Treasurer's report, committee reports, program reports, etc.).

Responsibilities

- Record minutes of all Board and meetings of the Members
- E-mail draft minutes to Board of Directors seven (7) days after the Board of Directors meeting and meetings of the Members



Manual of Operations

Title: Officers Roles and Responsibilities	Number: MO-01-03
Source: WGHA Board	
Approved By: WGHA Board	Date Approved: June 2014 Date Last Reviewed: March 2016; February 2024

- E-mail copy of agenda and supporting materials to Board of Directors within five (5) days of the next meeting.
- Maintain an ongoing record of minutes and other official documents of the WGHA and convey these records to their successor.
- Serve as a full voting Director of the Board of Directors and advise various committees, as assigned.

Qualifications

- Organizational, time management, and administrative skills
- Member in good standing with WGHA

Term of Office

Two (2) years

Attendance Responsibilities

- Attend at least 75% of all Board meetings annually