

Roles & Responsibilities of Directors

Director of Education

Role: The Director of Education is responsible for oversight and administration of the Primer on Planning (POP), the ACST Accreditation Program, the Committee Member Training Certificate and OACA's video training materials.

Responsibilities: In this role, the Director of Education is responsible for the following:

Primer on Planning

- Manage students and markers for the POP course with AMCTO (for both fall and winter semesters).
- Issue certificates for successful completion of the POP.
- Coordinate updates to course materials.

ACST Accreditation Program

- Manage ACST review team.
- Manage issuance of ACST accreditations (issue designation, update member profile)
- Acknowledge successful ACST accreditations at conference/seminar.

Committee Member Training Certificate & Video Training Products

- Manage all video training programs.
- Schedule and manage event video recording sessions (workshops).
- Manage Click4Course video platform.

Develop educational products (as approved by the Board).

Respond to member enquiries regarding education.

Complete a workplan/budget, to be provide to the Director of Finance by December 1 each year.

Draft annual report.

Manage sub-committee.

Director of Communications

Role: The Director of Communications is responsible for the oversight and administration of OACA's social media accounts and the production and distribution of one (1) educational newsletter, the annual report and the conference and seminar package.

Responsibilities: In this role, the Director of Communications is responsible for the following:

- Update all social media accounts, as required.
- Send all electronic communications (as approved by the President and/or Vice President)
- Manage distribution of job postings (website, email).
- Editor in chief of newsletter, annual report and conference/seminar packages.
- Complete a budget, to be provide to the Director of Finance by December 1 each year.
- Draft annual work plan.
- Draft annual report.
- Manage sub-committee.

Director of Marketing & Collaboration

Role: The Director of Marketing & Collaboration is responsible for working with other associations and organizations to enhance the offerings of the Association.

Responsibilities: In this role, the Director of Marketing & Collaboration is responsible for the following:

- Develop an annual marketing proposal.
- Collaboration with other associations / organizations to build synergies.
- Develop promotional materials for all events.
- Manage event sponsorships.
- Manage member affinity program.
- Complete a workplan/budget, to be provide to the Director of Finance by December 1 each year.
- Draft annual report.
- Manage sub-committee.

Director of Administration (Secretary) & Member Services

Role: In accordance with the Constitution, the Director of Administration is an officer, responsible for *“the maintenance of the membership register of the Association in a format prescribed by the Board and shall confirm and distribute such membership register for access by the membership not less than once annually. The Secretary shall also be responsible for the preparation and distribution of all notices, including agendas and the minutes of all meetings of the Board and the Association”*.

In addition, the Director of Administration is responsible for the operations and oversight of all administrative functions of the Board.

Responsibilities: In this role, the Director of Administration is responsible for the following:

- Management of the OACA website & member data.
- Manage and maintain all OACA records (in Cloud based account).
- Manage OACA Member Directory.
- Prepare and distribute agendas & minutes.
- Arrange meetings.
- Track and follow up on all Board resolutions.
- Maintain OACA's virtual office account, email account & voicemail service and respond to member enquiries (or forward to respective director).
- Manage and file all Director consent and acknowledgement forms (i.e. code of conduct, policies etc.) to be signed at first meeting of new Board.
- Complete a workplan/budget, to be provide to the Director of Finance by December 1 each year.

Director of Finance (Treasurer)

Role: In accordance with the Constitution, the Director of Finance (Treasurer) is an officer, responsible for *“ensuring that all books and records provide an accurate accounting of all funds received and disbursed by the Association in accordance with generally accepted accounting principles. The Treasurer shall ensure the preparation of an annual financial report that shall be submitted to the Board and the Members at the Annual Meeting of the Association”*.

Responsibilities: In this role, the Director of Finance is responsible for the following:

- Provide monthly financial statements to members of the Board.
- Reconcile monthly bank statement
- Reconcile monthly credit card statement
- Process invoices for payment in a timely fashion
- Assign costs and revenue to the proper account centers.
- Manage member expenses.
- Insurance renewal.
- Maintain all financial accounts.

- Respond to member enquires regarding finance.
- Complete annual draft budget (by December 30 each year).
- Liaise with the Association's accountant with respect to all accounting matters.
- Attend training session with accountant, as required (with respect to using Quick Books etc.)
- Manage Moneris account (online payment service)
- Review expenditures and provide advice to the Board on areas of cost saving.
- Arrange for audit services, as required.
- Draft annual report.

Director of Event Planning

Role: The Director of Event Planning is responsible for management and oversight of all annual events (seminar and conference).

Responsibilities: In this role, the Director of Event Planning is responsible for the following:

- Contract negotiation with all vendors.
- Secure speakers and educational offerings for each event.
- Draft event agenda.
- Assist with the preparation of the seminar / conference package.
- Complete event budget at least 60 days prior to any event.
- Coordinate and order delegate registration packages (i.e. OACA swag, Local tourism flyers etc.)
- Respond to member enquires regarding events.
- Communicate delegate allergies and food requirements to the venue at least 7 days prior to event.
- Manage all live events.
- Manage and coordinate a sub-committee to assist with duties. Sub-committee can be composed of both Active and Associate members of the Association.
- Complete a workplan/budget, to be provide to the Director of Finance by December 1 each year.
- Draft annual report.
- Manage sub-committee.

Director of Elections & Governance

Role: In accordance with the Constitution, the Director of Elections & Governance is responsible for the management and oversight of elections (nominations) and the governance of the Association.

Responsibilities: In this role, the Director of Elections & Governance is responsible for the following:

- Manage all governing documents (policies & constitution).
- Manage the nominations process.
- Manage Board member onboarding (i.e. ensure sign off on all governing documents).
- Manage elections & voting.
- Respond to member enquiries regarding elections & governance.
- Manage governance & election website updates.
- Manage Simply Voting subscription.
- Complete a workplan/budget, to be provide to the Director of Finance by December 1 each year.
- Draft annual report.
- Manage sub-committee.