



United Conservative Party Calgary-Glenmore Constituency Association

Board Member Duties and Responsibilities

The Calgary Glenmore Constituency Association (CA) requires a talented Board of Directors and Officers, focused on supporting our MLA, Whitney Issik, and strengthening the United Conservative Party in Calgary Glenmore. If you are interested in becoming a Board member, please review the following expectations, duties and responsibilities, and consider having your name stand for election by CA Members at our September, 19 AGM. Up to 30 UCP Members will be elected to the Board. The information you submit to the Nomination Committee, to support your possible election to the Board will be shared with Calgary Glenmore UCP members for their consideration and should therefore be considered public information.

If you are not interested in a Board position but would like to volunteer on one of our CA committees, there will be a signup sheet available at the AGM.

Expectations of all Board members

1. Be a member in good standing of the United Conservative Party (UCP).
2. Assists in the management of the business and affairs of the Constituency Association.
3. WORK ON ANY GENERAL OR BY-ELECTION.
4. Actively promotes UCP membership.
5. Attends CA Board meetings and actively participates in at least one committee of the CA.
6. Steps up when asked by the MLA, Officers and Committee Chairs.
7. In advance of an election promotes and supports the CA's nominated candidate. This could include:
 - Pre-election (develop support within your poll or neighbourhood)
 - supporting fundraising activities
 - door knocking
 - managing literature drops
 - supporting CA outreach activities including identifying and participating in community events
 - Election (be an active member of the campaign team)
 - acting as poll captain, preferably within your neighbourhood
 - engaging volunteers to support the campaign
 - assisting at campaign headquarters

- supporting election day “GOTV” (get out the vote) activities such as phoning, driving, or scrutineering at a polling station
8. At all times, promotes the Objects and Principles of the United Conservative Party as well as the Objectives of the CA.
 9. Upholds the highest ethical standards.
 10. Board members shall be respectful to each other.
 11. A Board member that fails to meet these expectations or misses three consecutive Board meeting, may be asked to resign from the Board.

Board Positions, Duties and Responsibilities

Officers: President, CFO, Secretary

a. President

1. Principal Officer of the CA.
2. Chair of all AGMs, SGMs, and meetings of the Board.
3. Establishes date, time and place for Board meetings, in consultation with the Board.
4. Decides all questions of order, announcing the results of all votes and may only vote to create or break a tie.

b. Chief Financial Officer (CFO)

1. Financial officer of the CA.
2. Oversees preparation of financial statements and budgets.
3. Maintains or causes to be maintained the financial records of the CA.
4. Oversees preparation and submission of such reports as are required by law (Elections Alberta) and /or by the UCP.
5. The CFO shall act for the President in his/her absence should he/she be unable or unwilling to act.

c. Secretary

1. Is the chief records Officer of the CA.
2. Prepares an agenda for each meeting.
3. Prepares minutes of all meetings of the CA and the Board.
4. Maintains or causes to be maintained the non-financial records of the CA, including Board contact information and committee rosters.
5. Registers or causes the CA to be registered under the Societies Act.
6. Makes minutes of any General Meeting available for viewing by any Member at a reasonable time and place in the Constituency.
7. Make copies (paper or electronic) of minutes of CA Board meeting available to the CA Board members.
8. If requested by a Member and approved by the CA Board or by two thirds (2/3) of the Members present and voting at a General Meeting, makes minutes of one or more CA Board meetings available for review by the Member so requesting at a reasonable time and place in the Constituency. (this is pending approval at the Party AGM)
9. Ensures minutes are emailed to the Party and to the Designated Regional Director at their unitedconservative.ca email address no later than seven (7) days after they have been approved.

Officers: Vice-Presidents

a. VP Membership

1. Establishes committee and Chairs meetings.
2. Responsible for the growth of membership of the UCP within Calgary-Glenmore.
3. Maintains and is responsible for the CA membership list (with UCP management), including renewals.
4. Has membership books available.
5. Responsible to build volunteer capacity for election campaigns.
6. Reports on progress at monthly Board meetings.

b. VP Fundraising

1. Establishes committee and Chairs meetings.
2. Develops a financial plan for the CA, with a fundraising program directed towards raising sufficient funds to meet the ongoing needs of the CA, as well as building a fund to support the CA's candidate in the next election.
3. Organizes and implements the fundraising events and programs necessary to fulfill the plan.
4. Looks for partnering opportunities with other CAs on fundraising activities that are of mutual benefit.
5. Liaises with CFO.
6. Reports on progress at monthly Board meetings.

c. VP Policy and Governance

1. Establishes committee and Chairs meetings.
2. Responsibility to organize and manage all meetings and processes related to the development of policies and bylaw amendments for consideration by members of the Party.
3. Ensures the membership has an opportunity to express their ideas and concerns relating to visions, issues, policies, and programs for the UCP.
4. Provides leadership and direction in responding to current policy initiatives.
5. Ensures on-going review of UCP policies, at the CA level.
6. Reports on progress at monthly Board meetings.

d. VP Communications

1. Establishes committee and Chairs meetings.
2. Develops a communications strategy for the CA.
3. Works in conjunction with Party staff to communicate the principles and platforms of the UCP to Members and the public.
4. Works in conjunction with Party staff to communicate CA meetings and events.
5. Develops such materials and communication processes in conjunction with other committees within the CA, as may be necessary, to meet the objectives of the CA.
6. Ensures that content on the CA website and other social media platforms is kept current and relevant to Members.
7. Reports on progress at monthly Board meetings.

e. VP Youth

1. Establishes committee and Chairs meetings.
2. Responsible for representing the youth of the CA at Board meetings.

3. Ensures the CA remains mindful of the need for renewal, and that there is an opportunity for meaningful participation by first-time voters in the CA.
4. Ensures the CA reaches out to young people in the Constituency, recruiting young members and creating an opportunity for the voice of young people to be heard in all aspects of the CA's activities.
5. Reports on progress at monthly Board meetings.

f. VP Social

1. Establishes committee and Chairs meetings.
2. Responsible for organizing networking and teambuilding opportunities for Board members and CA Members that builds a positive, energetic and strong CA.
3. Builds positive relationships with other UCP CAs.
4. Reports on progress at monthly Board meetings.

Board Directors-at-Large

The UCP Bylaws allow up to 30 Board members to be elected. The Officer positions will be filled at the AGM leaving up to 27 Board Directors-at-Large elected at the AGM. After the AGM a Board meeting will be held where the VP positions (6) will be elected from the Directors-at-Large leaving up to 21 Directors-at-Large.

Board Directors-at-Large are expected to fully participate in the day to day activities of the CA. In addition to meeting the expectations of all Board members as noted above, they may be asked to chair a subcommittee, help with the execution of special projects and activities, and report to various Officers and Vice-Presidents depending on their specific involvement.

Note:

This list of positions, duties and responsibilities of the CA Board members is subject to change from time to time by the UCP and/or CA.