

Responsibilities of a Regional Council Board Member

The purpose of this document is to attempt to clarify the responsibilities and expectations of current and prospective members of a Regional Council.

The generic responsibility of the Regional Council is to help meet the needs of the members. At CANASA the Councils also help to develop local programs consistent with the mission, strategic direction and policies of the organization.

The Regional Council Board has four primary responsibilities:

1. Organizational Governance
2. Board Governance
3. Linkage with the Membership
4. Linkage with National Office
5. Escalation of Issues

1. ORGANIZATIONAL GOVERNANCE

The Board must adhere to all written governing policies of the Association. These policies include: the definition of goals; the definition of executive limitations and responsibilities; financial planning; asset protection; a code of conduct; Council operations and performance.

- The Council is responsible for providing input into the strategic directions of CANASA. The Councils, in conjunction with the CANASA executive staff, define the directions, programs, services and outreach efforts of the Association.
- The Council will review and approve any and all actions of its Executive Committee, which is empowered to act between Council meetings, and under circumstances when a full Council meeting is not possible.
- All Regional Council Boards must recognize that operational decisions are the responsibility of the staff of the Association.

2. COUNCIL GOVERNANCE

The Council takes the necessary steps to ensure that its members are knowledgeable about the Association, including its culture and norms, the profession, the higher education enterprise which it serves, and the roles, responsibilities and performance of

the Council. The Council nurtures the development of its members as a cohesive working group, and regularly monitors its performance as a team.

- It is incumbent on each Council member to express his or her individual viewpoint in any and all discussions. However, once the Council collectively arrives at a position, it is expected and appropriate that all Council members publicly express their assent and support for that decision.
- Council members are not expected, nor will they be asked to participate in fund raising, dues solicitations, etc. No active solicitation of any kind of philanthropy is involved in this role.
- A Council member of CANASA is expected to attend all Council meetings. Normally, they are held every two or three months, either in-person or via conference call. While it is understood that other commitments will occasionally preclude attendance, failure to attend two consecutive meetings, shall constitute cause for removal from the Board.
- All Regional Council Board Members are expected to have read the Volunteer Guide, and all supporting materials, in order to maximize the quality of the discussion, and to reduce the length of meetings as much as possible.
- The Councils have responsibility for creating a regional annual business plan and an associated budget for presentation to the Executive Director and the National Board of Directors.

3. LINKAGE WITH THE MEMBERSHIP

The Council must develop and maintain healthy relationships with the membership, and, through linkages, help the Association keep in touch with current issues and set strategic directions.

- All Council members should clearly understand that their role is to act in the best interest of the CANASA membership, supporting directions that serve all members and types of institutions. Council members should not act in a limited or representative role reflective of a given constituency (region) with which they are or have been affiliated.
- It is expected that all Council members will act as emissaries for CANASA, helping the Association make connections with various constituencies that a given Council member may have special connections, and occasionally represent the Association in making presentations, etc.

- Council members are encouraged to interact with security related community groups (such as Crime Stoppers, Neighborhood Watch, local police and fire groups).

4. LINKAGE WITH NATIONAL OFFICE

Each Council will work closely with the staff representative, Board & Council Liaison, or in Quebec, the Director of Quebec Affairs. Through these conduits, the Council and its members will be able to access staff resources and submit requests for assistance and support.

5. ESCALATION OF ISSUES

The Council, given its direct contact with the members within the region, will find from time-to-time that there are issues that need to be escalated to the National Board of Directors in order to be dealt with on a National level. When this happens, a written summary of the matter should be outlined in the form of a Notice of Motion. The specific request and/or suggested solution should be included within this document, and the document should be submitted to the staff liaison who will then disseminate the information to the relevant parties.

All Notice of Motions drafted by a Council will be forwarded to the National Board Regional Director who will then contact the point person as indicated within the document to discuss the matter in detail in order to properly relay it to the National Board. In this way, motions and matters from the regional level can be escalated throughout the governing body of the Association.