



Association of  
Canadian Archivists

Association canadienne  
des archivistes

## ACA POSITION DESCRIPTION

### PRESIDENT

#### I. AUTHORITY/RESPONSIBILITY

The President presides upon the Board of Directors, which is the legal authority for the Association of Canadian Archivists. As such, the President acts in a position of trust for the community and, with the Board, is responsible for the effective governance of the organization. The President serves as an *ex-officio* member of all ACA Committees.

#### II. QUALIFICATIONS/SKILLS

1. ACA Board or Committee Membership experience, or leadership/managerial experience with another organisation.
2. Understanding of parliamentary procedures.
3. Strong communication skills, both verbal and written.
4. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, and/or personnel.

#### III. TERM

The President's term of office is two (2) years. The President is eligible for election for a maximum of two (2) consecutive terms.

#### IV. REQUIREMENTS SHARED WITH ALL DIRECTORS

1. Attend ACA leadership team meetings, such as the Planning and Priorities and Annual General meeting.
2. Actively participate in the Board's discussion and work projects; prepare for meetings by developing and reviewing the agenda, and examining the resource documents.
3. Volunteer for and willingly accept assignments identified as necessary and urgent by the Board, and complete them thoroughly and on time.
4. Commit a minimum of fifteen (15) hours per month to ACA work (this includes Board preparation, meetings, and committees' meeting time).
5. Be aware of and avoid any conflict of interest.
6. Maintain the confidentiality of sensitive financial and corporate information.
7. Reference legal documents as well as ACA policy and procedure, noting their applicability during meetings.

#### V. ACCOUNTABILITY:

The President is accountable to the ACA Board of Directors and Members as specified in the By-law. The President may delegate specific duties to the Vice-President, the Executive Director, Board members and/or committees as appropriate; however, the accountability for them remains with the President and the Board as a unit.

#### VI. GENERAL RESPONSIBILITIES:

The President is responsible for ensuring that the Board of Directors:

1. Is aware of and fulfills its governance responsibilities.
2. Complies with applicable laws and bylaws.
3. Conducts Board's business effectively and efficiently.
4. Is accountable for the Board's performance.

In order to fulfill these responsibilities, and subject to the Association's By-law, the President presides over Board's meetings; sets the agenda; proposes policies and practices; sits on standing and ad-hoc committees; monitors the



performance of Directors; submits reports to the Board, funders, and other stakeholders; proposes the creation of committees; and performs other duties as the need arises and/or as are defined in the Association's By-laws.

**SPECIFIC DUTIES OF THE PRESIDENT:**

1. Provides leadership and direction to the Board and the Association.
2. Chairs and, with the Vice President and the Executive Director, sets the agenda for the Board of Directors meetings.
3. Receives reports from the Board on status of major programs.
4. Is the signing authority on behalf of the Board for financial and legal purposes.
5. Attends and addresses the Annual General Meeting.
6. Represents the Association to Federal, Provincial, and Municipal officials.
7. Cultivates relationships with other professional and community groups, and with the relevant agencies.
8. Initiates strategic planning for the Association.
9. Guides Board actions with respect to organizational priorities and governance concerns.
10. Monitors financial planning and financial reports.
11. Plays a leading role in fundraising activities.
12. Evaluates the effectiveness of the Board members, and the Executive Director.
13. Evaluates annually the performance of the organization in achieving its mission.
14. Performs other responsibilities as requested by the Board.

**VII. BOARD-STAFF RELATIONS:**

The President is the primary liaison between the Board and the ACA Staff In this capacity, the President:

1. Meets periodically with the Executive Director and the Client-Services Coordinator.
2. Ensures that periodic performance reviews of the Executive Director are conducted.
3. Participates in the hiring and evaluation of the Executive Director.

**VIII. COMMUNITY RELATIONS:**

The President ensures that the organization maintains positive and productive relationships with ACA Members, media, sponsors and donors, and other organizations. In this capacity, the President serves as primary spokesperson for the Association. Duties may include:

1. Representing the Association to the media.
2. Representing the Association on governmental or nongovernmental organizations and committees.
3. Timely reporting Board's decisions and actions to ACA Members and/or sponsors and/or donors.
4. Act as *ex-officio* chair of the Advocacy Committee to support its objectives and activities.

**IX. SIGNING OFFICER**

The President is designated by the bylaws as one of the signing officers for certain documents. In this capacity, the President may be authorized or required to sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of the ACA.

**X. FUND RAISING**

The President ensures that structures and procedures are in place for acquiring the resources required by the organization. This may require the President to play a leadership role in fundraising campaigns.

**XI. DELEGATION**

The President may establish or propose the establishment of committees and may assign tasks and delegate responsibilities to committees and/or directors.



## ACA POSITION DESCRIPTION

### VICE-PRESIDENT

#### I. AUTHORITY/RESPONSIBILITY

As a member of the Board, which is the legal authority for the Association of Canadian Archivists, the Vice-President acts in a position of trust, and is responsible for the effective governance of the ACA. The Vice-President reports to the President and serves as the *ex-officio* Chair of the ACA Governance Committee. The Vice-President is also an *ex-officio* member of the Awards Committees (a Governance Committee's sub-Committee), and of the Ethics Committee.

#### II. QUALIFICATIONS/SKILLS

1. Board or Committee Membership experience.
2. Strong communication skills, both verbal and written.
3. An understanding of parliamentary procedures.
4. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, and/or personnel.

#### III. TERM

The Vice-President's term of office is two (2) years. The Vice-President is eligible for election for a maximum of two (2) consecutive terms.

#### IV. REQUIREMENTS SHARED WITH ALL DIRECTORS

1. Attend ACA leadership team meetings such as the Planning and Priorities and Annual General meeting.
2. Actively participate in the Board's discussion and work projects; prepare for meetings by setting and reviewing the agenda, and examining resource documents.
3. Volunteer for and willingly accept assignments, then complete them thoroughly and on time.
4. Commit a minimum of fifteen (15) hours per month to Association work (this includes Board preparation, meeting and committee meeting time).
5. Be aware of and avoid any conflict of interest.
6. Maintain the confidentiality of sensitive financial and corporate information.
7. References legal documents as well as ACA policy and procedure, noting their applicability during meetings.

#### V. DUTIES OF THE VICE-PRESIDENT

1. In the absence or disability of the President, performs the duties and exercises the powers of the President. In the event of the resignation, death, or incapacity of the President, the Vice-President succeeds to the President as acting President for the duration of the current President's term.
2. Assists the President in recommending measures to further the objectives of the ACA.
3. Works closely with the President to develop and implement transition plans between incoming and outgoing Board members.
4. Contributes to the creation of policies and procedures that direct business and operations of the Association.
5. Works with the Executive Director and the Treasurer to ensure the ACA meets its legal requirements as a federally incorporated not-for-profit association.
6. Monitors and evaluates the effectiveness of ACA through a regular review of programs and services.
7. In the absence or disability of a Director, performs the duties of that Director.
8. Performs other responsibilities as assigned by the Board.



## ACA POSITION DESCRIPTION

### TREASURER:

#### I. AUTHORITY/RESPONSIBILITY

As a member of the Board, which is the legal authority for the Association of Canadian Archivists, the Treasurer acts in a position of trust for the ACA, and is responsible for the effective governance of the association. The Treasurer reports to the President, Chairs the ACA Foundation Board of Directors, and serves as the *ex-officio* Chair of ACA Finance Committee.

#### II. QUALIFICATIONS/SKILLS

1. Board or Committee Membership experience.
2. Ability to understand, and create financial statements.
3. Strong communication skills, both verbal and written.
4. Knowledge and skills in one or more additional areas of Board governance: policy, programs, and/or personnel.

#### III. TERM

The Treasurer's term of office is two (2) years. The Treasurer is eligible for election for a maximum of two (2) consecutive terms.

#### IV. REQUIREMENTS SHARED WITH ALL DIRECTORS

1. Attend ACA leadership team meetings such as the Planning and Priorities and Annual General meeting.
2. Actively participate in the Board's discussion and work projects; prepare for meetings by contributing to the development of the agenda and reviewing the resource documents.
3. Volunteer for and willingly accept assignments, then complete them thoroughly and on time.
4. Commit a minimum of fifteen (15) hours per month to ACA work (this includes Board meetings preparation, and committee meeting time).
5. Be aware of and avoid any conflict of interest.
6. Maintain the confidentiality of sensitive financial and corporate information.
7. References legal documents as well as ACA policy and procedure, noting their applicability during meetings.

#### V. DUTIES OF THE TREASURER

1. Is responsible for the maintenance of proper accounting records pursuant to the applicable legislation.
2. Oversees all fiscal matters of the ACA, including budget preparations and the annual audit.
3. Ensures audited financial statements are presented to the Board on an annual basis.
4. Calls the motion at Annual General Meeting to appoint the Auditor.
5. Presents the annual budget to the Board for its approval.
6. Presents the annual budget to the ACA membership at the AGM for its approval.
7. Maintains the confidentiality of sensitive financial and corporate information.
8. Ensures development and Board review of financial policies and procedures.
9. Acts as the signing authority on behalf of the Board for financial matters.



## ACA POSITION DESCRIPTION

### SECRETARY:

#### I. AUTHORITY/RESPONSIBILITY

As a member of the Board, which is the legal authority for the Association of Canadian Archivists, the Secretary acts in a position of trust for the community and is responsible for the effective governance of the organization. The Secretary reports to the President and serves as an *ex-officio* member of the ACA Membership and Outreach Committees.

#### II. QUALIFICATIONS/SKILLS

1. Board or Committee Membership experience.
2. Strong Communication skills, both verbal and written.
3. An understanding of parliamentary procedures.
4. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, and/or personnel.

#### III. TERM

The Secretary's term of office is two (2) years. The Secretary is eligible for election for a maximum of two (2) consecutive terms.

#### IV. REQUIREMENTS SHARED WITH ALL DIRECTORS

1. Attend ACA leadership team meetings such as the Planning and Priorities and Annual General meeting.
2. Actively participate in the Board's discussion and work projects; prepare for meetings by contributing to the development of the agenda and reviewing resource documents.
3. Volunteer for and willingly accept assignments, then complete them thoroughly and on time.
4. Commit a minimum of fifteen (15) hours per month to ACA work (this includes preparation for Board's meetings, and Board's and committee meeting time).
5. Be aware of and avoid any conflict of interest.
6. Maintain the confidentiality of sensitive financial and corporate information.
7. References legal documents as well as ACA policy and procedure, noting their applicability during meetings.

#### V. DUTIES OF THE SECRETARY

1. Works with the Executive Director to create, maintain or cause to maintain the governance records of the Board, and ensures effective management of the ACA records (i.e. Board Minutes, annual corporate filing, other records as per statutory requirements).
2. Gives or causes to be given notice of all meetings of the Members and of the Board of Directors.
3. Records and verifies the minutes of Board and Membership Committee meetings.
4. Ensures that minutes are distributed to each Director for review shortly after every meeting.



## ACA POSITION DESCRIPTION

### DIRECTOR AT LARGE

#### I. AUTHORITY/RESPONSIBILITY

As a member of the Board, which is the legal authority for the Association of Canadian Archivists, the Director at Large acts in a position of trust for the community and is responsible for the effective governance of the organization. The Director at Large reports to the President and serves as an *ex-officio* member of the ACA Student Chapters, Special Interest Sections, and the Education Committee.

#### II. QUALIFICATIONS/SKILLS

1. Board or Committee Membership experience.
2. Strong communication skills, both verbal and written
3. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, and/or personnel.

#### III. TERM

The term of office for the Director at Large is two (2) years. The Director at Large is eligible for election for a maximum of two (2) consecutive terms.

#### IV. REQUIREMENTS SHARED WITH ALL DIRECTORS

1. Attend ACA leadership team meetings such as the Planning and Priorities and Annual General meeting.
2. Actively participate in the Board's discussion and work projects; prepare for meetings by contributing to and reviewing the agenda, and examining the resource documents.
3. Volunteer for and willingly accept assignments, then complete them thoroughly and on time.
4. Commit a minimum of fifteen (15) hours per month to ACA work (this includes preparation for the Board's meetings, Board meetings and committee meeting time).
5. Prepare for and participate in the discussions and deliberations of the Board
6. Be aware of and avoid any conflict of interest.
7. Maintain the confidentiality of sensitive financial and corporate information.
8. References legal documents as well as ACA policy and procedure, noting their applicability during meetings.

#### V. DUTIES OF THE DIRECTOR AT LARGE

1. Monitors and evaluates the effectiveness of ACA Membership programs and services.
2. Acts as Board's liaison to the ACA Conference Host and Program Teams.
3. Leads special initiatives and projects as assigned by the Board.
4. Works with the Executive Director on the maintenance of the ACA website.
5. Liaises with national and international professional groups.

*Note: There are currently two (2) Director at Large positions. The duties listed above shall be divided equally across the two positions.*