



## **Board of Directors**

### **Position: Director Job Description**

Directors are the elected representatives of the APSA membership and are charged with the responsibility of representing members at the Board Level.

1. Take responsibility for the direction of the Association. Ensure legal and ethical integrity and maintain accountability as participants on the APSA Board of Directors.
2. Understand the Association, its mission, its strategic plan, culture and advocacy and promote them to the membership.
3. Assist in the development of policy and set a course for the future, ensuring effective organizational planning. Maintain focus on the mission and strategic goals of the Association rather than the day-to-day management of the organization and staff.
4. Attend meetings of the Board of Directors and the Annual General Meeting and participate fully in Board and committee deliberations.
5. Help to identify and prioritize the needs of the members and the resources required to achieve them.
6. Serve on at least one sub committee of APSA in a chair or committee member position and report on the committee's activities at the Board meetings.
7. Provide guidance to the membership as it relates to SFU Policies and Procedures (AD 10) and direct requests for information to the Association office.
8. Support the decisions of the Board and communicate those decisions to the membership.
9. Promote and attend the various social and professional development events sponsored by APSA.

10. Interact with the membership through the APSA monthly Announcements and other appropriate methods.
11. Act with integrity, good faith and fiscal responsibility.
12. Act as an advocate for the Association within the internal and external community.
13. Ensure that he/she is qualified to be director of a society, in accordance with the BC Societies Act (2016), Section 41.3, throughout the term.

## Qualifications

An individual is not qualified to be a director of a society if the individual is

- a) found by any court, in Canada or elsewhere, to be incapable of managing the individual's own affairs,
- b) an undischarged bankrupt, or
- c) convicted in or out of British Columbia of an offence in connection with the promotion, formation or management of a corporation or unincorporated entity, or of an offence involving fraud, unless
  - i. the court orders otherwise,
  - ii. 5 years have elapsed since the last to occur of
    - a. the expiration of the period set for suspension of the passing of sentence without a sentence having been passed,
    - b. the imposition of a fine,
    - c. the conclusion of the term of any imprisonment, and
    - d. the conclusion of the term of any probation imposed, or
  - iii. a pardon was granted or issued, or a record suspension was ordered, under the *Criminal Records Act* (Canada) and the pardon or record suspension, as the case may be, has not been revoked or ceased to have effect.

[\[BC Societies Act, section 41 \(3\)\]](#)