

D R A F T

Role Title: Director (Volunteer position)

Reports To: Executive Committee

GENERAL DESCRIPTION

As a Director on the Executive Committee, participate in the monthly meetings of the Cobourg Horticultural Society, setting goals and direction for the Club and ensure internal controls (management processes, structures and delegated authorities) are in place ensuring the effectiveness and efficiency of the Club.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Attend Executive monthly meetings and the Annual General Meeting of the CHS.
2. Prepare for each meeting by reviewing minutes, reports and any background material and participate in discussions and decision-making.
3. Review and evaluate the Annual Strategy Plan.
4. Reviews the annual budget and regular financial reports.
5. May lead a function and /or sub-committee.
6. Is an advocate for the Cobourg Horticultural Society in the community.