

TEAL Charitable Foundation (TCF)
Board Member Roles and Responsibilities

All board members:

- Attend 1.5-2-hour board meetings via Zoom 1x/month (fewer in the summer months).
- Perform tasks assigned to you at meetings.
- Read any reports submitted before meetings (on Sync, our document storage system).
- Stay up to date with discussions on Basecamp (our communication platform); vote when needed outside of meeting times.

Chair

- Chair meetings
- Keep board business running smoothly
- Liaise with BC TEAL Board and admin
- Represent the TCF at monthly BC TEAL meetings, also online
- Write a yearly report for the AGM
- Attend the yearly AGM and present the report.

Vice-Chair

- Chair meetings when chair unavailable
- Represent TCF at BC TEAL meetings when chair unavailable

Director of Awards

- Work with admin:
 - Make sure awards are announced in a timely manner.
 - Make sure applications are compiled and placed in the proper folder on Sync.
- Make sure board members review awards by deadline and the results are compiled.
- Liaise with the Treasurer to make sure payments are arranged.
- Set up TCF awards ceremony at annual BC TEAL conference.
- Chair awards committee (if there is one).
- Write a yearly report for the AGM.

Director of Fundraising

- Liaise with the BC TEAL on fundraising matters.
- Liaise with the treasurer to find out when events are needed.
- Explore and arrange fundraising events; place on timeline.
- Work with the Treasurer to arrange funding for events.
- Chair fundraising committee, if there is one.
- Write a yearly report for the AGM.

Director of Communications

- Liaise with admin about BC TEAL mailings related to the TCF.
- Make TCF-related announcements on social media.
- Keep website up to date.
- Take on any other communications projects that the chair asks for.

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Secretary

- Take and edit board meeting minutes
- Compile the AGM report.
- Perform other editing/compiling tasks as needed

Treasurer

- Work w/ bookkeeper, VanCity, and the Vancouver Foundation to ensure financial records are kept up to date
- Send reports to provincial and federal bodies that oversee charities
- Distribute funds according to schedules and parameters set out by awards and other payees
- Chair finance committee
- Write a yearly report for the AGM

Past Chair

- Help new chair to learn new role
- Keep board aware of past practices and precedents

For more details, please see <https://tealcharitablefoundation.ca/terms-of-reference/>

If you have any questions, please write to the TCF Chair at tcf@bctéal.org