



THE CONSTRUCTION ASSOCIATION OF THUNDER BAY

857 MAY STREET N.
THUNDER BAY, ONTARIO P7C 3S2
PH: (807) 622-9645 F: (807) 623-2296
e-mail information@catb.on.ca

THE ROLE AND RESPONSIBILITIES OF BEING A MEMBER OF THE BOARD OF DIRECTORS OF THE CONSTRUCTION ASSOCIATION OF THUNDER BAY

You are the representative of the construction industry elected or appointed to develop and oversee the implementation of policy necessary to safeguard and advance the interests and purposes of the Association.

Responsibilities:

- Commitment to attend Board and Committee meetings
- Commitment to actively engage in discussion and debate
- Ensure that the policies which are developed serve the best interests of the Association and industry
- Ensure that linkages are maintained, and appropriate input is being given to both the National Association (CCA) and the Provincial Council (COCA)
- Ensure that local and provincial government authorities are aware of the Association, its purposes and that communication is taking place regarding pertinent issues
- Commitment to promote the Association in a positive fashion:
 - To the community at large; To industry; To Government at all levels
 - As a spokesperson/speaker as a representative as a "case maker" - communicating via personal contact or correspondence
- Ensure that Long Range Planning/Strategic Planning is undertaken and that operations reflect the intent of the prescribed goals and objectives, subject to modification due to current issues and/or economic/political conditions
- Understand that the Board is legally liable for ensuring the Association complies with the law: Maintenance of records (constitution, bylaws, incorporation papers, and minutes)
- Direct association towards its goals and objectives
- Ensure its non-profit status
- Ensure it remains in a financially viable state
- Monitor budget and review audit

NOTE: The Association maintains Directors' Liability Insurance Coverage.

- Be prepared to assist the Association's senior staff when called upon by providing advice, direction or personal involvement
- Ensure that the Association is capable of being a change agent and is organized to lead and direct change rather than just responding to it
- Assist the Association by identifying and recruiting new members
- Assist the Association by identifying and recruiting capable Board members
- Ensure that the Board evaluates regularly:
 - Policy development process; Strategic Plan; Member satisfaction; Committee performance
- Be informed on the background of issues and do your homework before the next meeting
- Be prepared to serve on a committee
 - as a Chairman of a committee
 - member of the Executive
 - special committee member or spokesperson
 - attend entertainment/education events
 - participate in membership campaign
- Be a booster of the Construction Association of Thunder Bay