

Brief Job Descriptions – MGS Executive

Note: these may be annotated for the website

President

Responsibilities:

- To chair Executive, Council & Annual General Meeting
- Act as spokesman for the Society
- Direct the affairs of the Society in accordance with the direction of Council and facilitate communication with and between the members of Council
- To be an ex officio member of all Standing and Advisory committees except the Nominations and Elections committee
- To be responsible for the coordination & implementation of the short & long term plans for the Society
- Assume the major duties of Vice President of a Department when the position is vacant or to delegate these duties to appropriate members
- Contact each Branch a minimum of twice each year in office. May be done in person, by phone or e-mail.
- Act as a signing authority for the Society
- Ensure the production of the annual report of the Society
- Act as liaison to outside agencies, such as funding agencies and other Societies, and to ensure that those agencies who require a copy of the annual report receive a copy
- Ensure the submission of the annual programming grant
- Delegate tasks to others when needed

Past President

Responsibilities:

- Is a voting member of the Executive and Council
- Acts as a consultant on Society business during his/her term
- Acts as historian of his/her term of office
- May be appointed as a member of the Nominations & Elections committee

Vice President Administration

PURPOSE: To coordinate the resources, holdings, equipment and any materials of the society held in the Resource Centre & Library to further the mandate of the organization and maintain it.

Responsibilities:

- Acquisitions and maintenance of equipment for the Resource Centre and Library
- Ensures the general management and maintenance of the premises
- Maintains a list of key holders and volunteers of the Society
- Assists the President as required

Vice President Communications

PURPOSE: To coordinate the internal and external communications of the society

Responsibilities:

- Public Education
- Meeting professional standards in display and written materials
- Communication with the membership of the society
- Maintains regular contact with the Branches and may be required to be in contact with other groups and like-minded Heritage organizations
- Communication with Advisory Committees as needed
- Jointly recommends website revisions/content/design layout with VP Information Technology

Vice President Finance

PURPOSE: To maintain the financial health and stability of the society

Responsibilities:

- The overall management of the financial health of the organization
- Coordination of the Annual Financial Review or Audit as required
- Coordination and preparation of the annual budget
- Ensures that the Corporations Branch receives the Annual Report
- Ensures that tax receipts are appropriately issued and that the records are properly maintained
- May be required to provide a second signature for cheques if needed
- To assist the Treasurer when needed

Vice President Information Technology

PURPOSE: To coordinate the acquisition, utilization & maintenance of the necessary equipment in the Resource Centre & Library required to manage & access data effectively.

Responsibilities:

- The overall management of the Information Technology resources for the society in consultation with the department chairmen, committee chairs and volunteers
- Evaluate the equipment needs of the Resource Centre and Library as it applies to the media required for effective usage of resources
- Recommends systems requirements & development for the society
- Ensures the general operating maintenance of the equipment
- Develops procedures and policy for greater effectiveness of the society
- Coordinates the needs of equipment usage with all departments and the Branches as needed
- Coordinates communication of incoming email distribution as required

- Jointly recommends website revisions/content/design layout with VP Communications with input from all departments

Member at Large

Responsibilities:

- To observe, make suggestions, contribute to the organizations goals and development
- Serves as a liaison to represent the general membership.
- Contributes ideas and advice at meetings towards the healthy welfare of the organization.
- Becomes familiar with the general administration and operations of the Society.
- Assists Executive with any departments as may be assigned.
- May assist with any of the Advisory committees.

Recording Secretary

Responsibilities:

- Is an appointed voting member of the Executive and Council
- Sends out a notice of Executive and Council meetings at least one week in advance if requested by the President
- Records and distributes minutes of all Executive and Council meetings
- Records minutes of the Annual General Meeting and any Special Meetings called by Council.
- Sends e-mail minutes to Contact MGS and to VP Administration who will print it out and place in record book at the MGS office. Contact MGS will place minutes in subfolder on MGS computer.
- Carries out other duties; as mutually agreed upon as requested by the President

Treasurer

Responsibilities:

- Is an appointed voting member of the Executive and Council
- Records and maintains the financial records of the Society
- Records and maintains the branch membership payments to the Society
- Is a signing officer of the Society, signing “any cheque, draft, promissory note or bill of exchange” as alternative to the President
- Is assisted by the Vice President Finance in the preparation of the annual budget
- Confirms with all departments budgets and expenses
- Prepares the financial records for the year end statements for the appointed accounting firm for the annual financial review or audit as required