

SGGEE

Officer's & Director's Responsibilities

- At the first Board of Directors Meeting (usually held at the AGM / Convention) the Directors shall elect a President, Vice President, Treasurer and Recording Secretary.
- Each Director will be assigned the responsibility of oversight for one or more Committees. These “appointments” will be for term lasting until the next Annual General Meeting. The Director may or may not be the Chairperson of the relative Committee, however all communication to / from the Board must be routed via the Director appointed to that Committee. This will include things such as Annual Budgets, Payment requisitions or additions or deletions of people on the Committee in question. In the case of Requisitions for Payment the Director must ensure the validity of the Request and approve same before it is submitted to the Board or Treasurer for approval/payment.
- The Director appointed to each Committee will be responsible for the annual review of that Committee's Guidelines and Procedures. A Report should be submitted to the Board before May 31st to indicate the review has been completed and to advise any changes that are required.
- The Director appointed to the Convention Committee will be responsible for the organization of the Annual General Meeting. Duties in this regard will include:
 - Developing the Agenda in consultation with the President
 - Ensuring the requirements of “notification” are met via the Journal and / or E Letter.
 - Any Bylaw Amendments are drafted and submitted
 - Liaise with Convention and Publicity Committees
 - Ensure copies of all required Committee and Financial Reports are made available.
- At Present the Standing Committees are:
 - - The Quarterly Journal Publication
 - - Membership

- - Finance
- - Library
- - Research
- - Website
- - Databases
- - Convention
- - Publicity

Note:

- Once it is decided which Directors will be appointed to which Committee(s) the Recording Secretary will forward this list with the Director's email address to Matt Warner (matt@warnertechnology.com) Matt does the addition / deletions to the appropriate Committees. In addition all Directors and Committee Chairpersons will be linked to the contact@sggee.org address. The Board may solicit input from "contact" group as and when necessary.
-

All Officers and Directors:

- all Members of the Board should have in their possession and be reasonably conversant with : (see www.sggee.org/members/directors/)
-
- 1. The Constitution and Bylaws of SGGEE
- 2. Committee Guidelines
- 3. Minutes of the Board of Directors Meetings
- 4. Annual General Meeting Minutes.

Note:

- The Membership List is updated usually weekly. New Members are added and renewal information is updated.
- Any Officer or Director wishing to receive this information should forward a request to membership@sggee.org
-

General Information for Officers & Directors:

- All Officers and Directors will receive an SGGEE Directors' Manual which will contain the following materials: If you do not receive one or are missing information contact the Recording Secretary at directors@sggee.org

-
-

1. Constitution & Bylaws of SGGEE
2. SGGEE Officer's & Director's Responsibilities
3. Committee Guideline

- Board of Director's Meetings:

There shall be at least two (2) Meetings of the Board during each year. Usually the first will take place at the Annual Convention or if a quorum is not present then by conference call no later than September 15th. The previous President or his / her designate shall arrange the call. Until a new President is formally elected the previous President shall preside. The final Board meeting will take place shortly before (via conference call) or during the Convention the following year. At this meeting the Board will ratify all Motions and other business requiring Board approval. Since the Executive Committee has already discussed and approved these items during the year this step is a formality to meet "legal requirements". Industry Canada, who is the regulatory body under which we are incorporated, has stated that the Board may not make decisions by email. Therefore we use the Executive Committee to discuss and reach consensus and the Board meetings via conference call or in person to ratify.

Executive Committee Meetings:

- Throughout the year most meetings / discussions will be via email to conduct the Society's business. Since the Board Members cannot be in the same room in actuality during these meetings/ discussions it is imperative the Members stay in contact about issues being discussed. (directors@sggee.org) While a "quorum" as stated in the Constitution "shall be the President and any 3 Directors " it is preferable to have all take part. As Directors it is important that we all take part in these discussions and "voice" our opinions whether they agree or disagree with what has previously been stated. **Silence does not solve problems and abstentions do not promote progress.** New Directors should not be afraid to "speak". You were elected in the same manner as the returnees. Unfortunately, we do not have the luxury of a "normal" meeting situation where the Directors sit around a table face to face to discuss issues. In our situation we have a brief baptism and a sharp learning curve. With election to any Board comes a responsibility and commitment to that organization, its Members and its assets.
- As a courtesy to your fellow Board members if you are going to be out of touch for more than 3 days, it is courtesy to advise same (advise to directors@sggee.org) It is very frustrating for the Board if there are issues being discussed or voted upon and some Directors are not taking part.

- All Officers and Directors must be “Members in Good Standing” of SGGEE. Essentially this means you must pay your Annual Dues on time. Removal from the Membership list for non renewal is grounds for dismissal from the Board.

Revised :Sept 9 , 2008