

## **OASBO Roles and Responsibilities**

### **Board of Directors**

Directors of the Association have a two year term of office. The time commitment involves the attendance at five Board meetings, attendance at the annual conference and attendance at a standing committee as a Liaison Director. It is important that you regularly touch base with the chair of the committees you are assigned. There are also a few conference calls to deal with specific issues. The general role of the Board is to foster the organization's short and long-term success consistent with its objectives and within the ethical standards set for the Board. In this role the Board oversees the affairs of the organization, supervises management, which is responsible for day-to-day operations, through the executive director, and sets the standards of conduct for the association.

In carrying out these duties, the Board's role in policy-making, guidance of the strategic planning process, and process monitoring, is separate from the day-to-day management of the association. This responsibility resides with the executive director who leads the organization in achieving Board approved directions and in return recommends new initiatives to the Board.

The following areas frame more precisely the role of the Board:

#### *Governance*

- pass By-Laws or resolutions to direct the affairs of the association
- ensure that its activities are effective
- ensure that the code of ethics is known and followed
- evaluate their performance as a Board on an annual basis
- support processes for the selection/appointment of new Board members
- serve as a link between the various standing committees and the Board

#### *Planning*

- establish the purpose, objectives and strategic direction for the association
- make decisions consistent with approved directions and objectives

#### *Financial Management*

- act in a responsible manner with regard to financial matters that it directs
- be aware of and take steps to manage risks
- ensure that there are internal controls for financial decisions
- recommend to the association the appointment of auditors

## *Executive Director Appointment, Evaluation and Compensation*

- employ an executive director
- set the compensation for the executive director
- approve performance objectives for the executive director
- ensure that the executive director is responsible and accountable to the Board for the day-to-day operation of the association

## *Communications*

- ensure that its communications are appropriate and effective
- promote partnerships or linkages with other organizations as appropriate for the operations of the association

## **Specific Roles and Responsibilities**

The following section identifies the roles and responsibilities of specific positions in the Association.

### **President**

The President has a one year term and provides leadership to the Board and ensures that the Board and the association operate in compliance with the association purpose and objectives. The duties of the President are to:

- provide a linkage between the executive director and the Board
- ensure a common understanding between the executive director and the Board
- review Board concerns with the executive director
- ensure that the Board operates in accordance to its purpose and objectives
- act as the chair of Board, executive and Coordinating committee meetings
- serve as the chair of the executive of the association
- be an ex-officio of all standing committees of the association
- ensure an annual review of the Board's operations
- conduct on behalf of the Board a performance appraisal of the executive director
- be one of the signing authorities for the association

### **Vice-President**

The Vice-President has a one year term and acts as the president in the absence of the president or at the request of the president. Normally at the end of the term the Vice-President takes the position of president. The key duties of the Vice-President are to:

- lead special projects
- chair the resolutions committee
- be one of the members of the executive
- be one of the signing authorities for the association

### **Past-President**

The Past-President is a one year term following the completion of the Presidential term. The key duties of the Past-President are to:

- serve as a member of the executive committee
- serve as the chair of the nominations, elections and by-law committees

- be one of the signing authorities for the association

### **Executive Committee**

The executive is comprised of the President, Vice-President, Past-President and Executive Director. The duties of this group are to:

- act on behalf of the Association as directed by the Board
- facilitate the implementation of decisions by the Board
- Select the McCordic Award winner
- Select the recipients for the OASBO scholarships

### **Board Member**

As a member of the Board, each director has the responsibility to act honestly, in good faith, in the best interests of the association, in compliance with the ethical standards of the Board and to exercise the care diligence and skill of a reasonably prudent person.

In addition to this general role, the following list is meant to clarify the role of Director of the Association.

- act in the best interests of the Association
- work co-operatively with other Directors
- know and follow the code of ethics for Directors
- possess familiarity with the Association by-laws
- attend meetings of the Board of Directors
- act as a liaison to various standing committees
- prepare for meetings by reading materials provided and asking for additional information if necessary for Board meetings
- allow other Directors to present opinions without interference
- respect the opinion of other Directors
- publicly support decisions made by the Board of Directors
- promote the objectives of the Association
- attend fraternal conferences

### **Joint Board/Chairs Committee** (formerly Coordinating Committee)

Because the Board of Directors does not have representation from all committees the Joint Board/Chairs Committee was established to facilitate information flow between committees and the Association as a whole. A designate may attend if the Chair is unavailable.

The President serves as the chair and each standing committee appoints one member to the Joint Board/Chairs Committee. The duties of the Committee are to:

- help in the implementation of the strategic directions of the Association
- share information about the activities of the standing committees
- make recommendations to the Board of Directors for the appointment of new Board members
- suggest/implement special projects

## **Special Committees (outlined in OASBO By-Laws, item 12.07)**

### Annual Conference Planning Committee

Serving on the Annual Conference Planning Committee is one of the roles for selected members of Standing Committees.

### By-Laws Committee

The purpose of the committee is to review the By-Laws of the Association and consider proposals or changes and to make recommendations to the Board regarding such changes.

### Nominating and Elections Committee

The purpose is to organize the elections process each year and receive the list of nominees willing to stand for the position of Vice President and to recommend to the Board of Directors potential new members to the Board. The Committee is chaired by the Past President.

### Resolutions Committee

To receive consider and make recommendations on all resolutions that are placed before the members at the AGM.

### Coordinating Committee

To provide a forum for the implementation of new strategic directions and increase interaction between the Board of Directors and the membership.

## **Standing Committee Chairs**

Each committee determines the process for selecting a chair as well as the administrative structure of the committee. As a result the term of the chair or other positions in the committee is determined by the committee and may vary from one committee to the next. In general the chairs' duties are to:

- ensure that the committee has objectives that support the OASBO objectives
- chair meetings of the committee
- inform the OASBO office of committee meeting dates
- submit to the OASBO office the dates and budgets for committee workshops
- ensure that the committee meets regularly
- ensure that the committee has and follows its budget
- prepare a report annually about the activities of the committee
- help with the selection/presentation of workshops at the annual conference
- support the activities of the Association
- ensure that the committee submits at least one article each year for inclusion in the *Advocate*
- communicate concerns from the committee to the Board of Directors

## **OASBO Executive Director**

The Board delegates to the executive director the overall responsibility of managing the association consistent with the purpose and objectives set by the Board. The executive director is responsible for overseeing the development of strategies for the implementation of objectives. The executive director is responsible to the Board for the overall leadership of the association and in implementing the Board's decisions. In addition to the duties specified in the association by-laws the executive director has the responsibility to:

- provide leadership, guidance and management of the association staff
- translate objectives into operational plans
- keep the Board informed about the activities of the association and the achievement of the Board's objectives
- support the Board, president and vice-president in meeting their responsibilities
- manage the day-to-day operations of the association and its staff
- hire, train and supervise staff of the association
- seek out and support partnerships and linkages with other organizations to promote the association its purpose and objectives
- attend conferences on behalf of the Association
- further the aims of the Association
- fulfill the tasks set out in the By-Laws of the Association
- perform other tasks as assigned by the Board of Directors.



## **OASBO Board of Directors Code of Conduct**

The following is based on the Association's Code of Ethics.

The **Ontario Association of School Business Officials** acknowledges that school systems belong to the public they serve for the purpose of providing educational opportunities for all. OASBO actions will be viewed and appraised by the community, professional associates and students.

Therefore, the Ontario Association of School Business Officials shall maintain standards of exemplary conduct. To these ends, OASBO subscribes to the following statements of standards/code of ethics:

### **An Ontario School Business Official:**

- Makes the well-being of students the fundamental value in all decision-making and actions;
- Supports the principle of due process and protects the civil and human rights of all individuals;
- Obeys local, provincial and national laws;
- Exhibits commitment to implementing the policies, rules and regulations of the governing Board;
- Pursues stewardship of the school district resources and full disclosure of relevant information;
- Pursues appropriate measures to ensure proper use of school funds, property, and authority;
- Fulfills professional responsibilities with honesty and integrity;
- Respects differences in people, their ideas, and their opinions;
- Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disabilities;
- Demonstrate behaviours that are free of sexual harassments.

Should a member be accused of violating this code there will be an independent review of the allegation and if found to be in violation the consequences could involve sanctions up to and including a revoking of membership in the Association.

The independent review shall be conducted by a panel of three past members of the executive, the executive director and the current president (provided there is no conflict of interest).



## OASBO CODE OF ETHICS

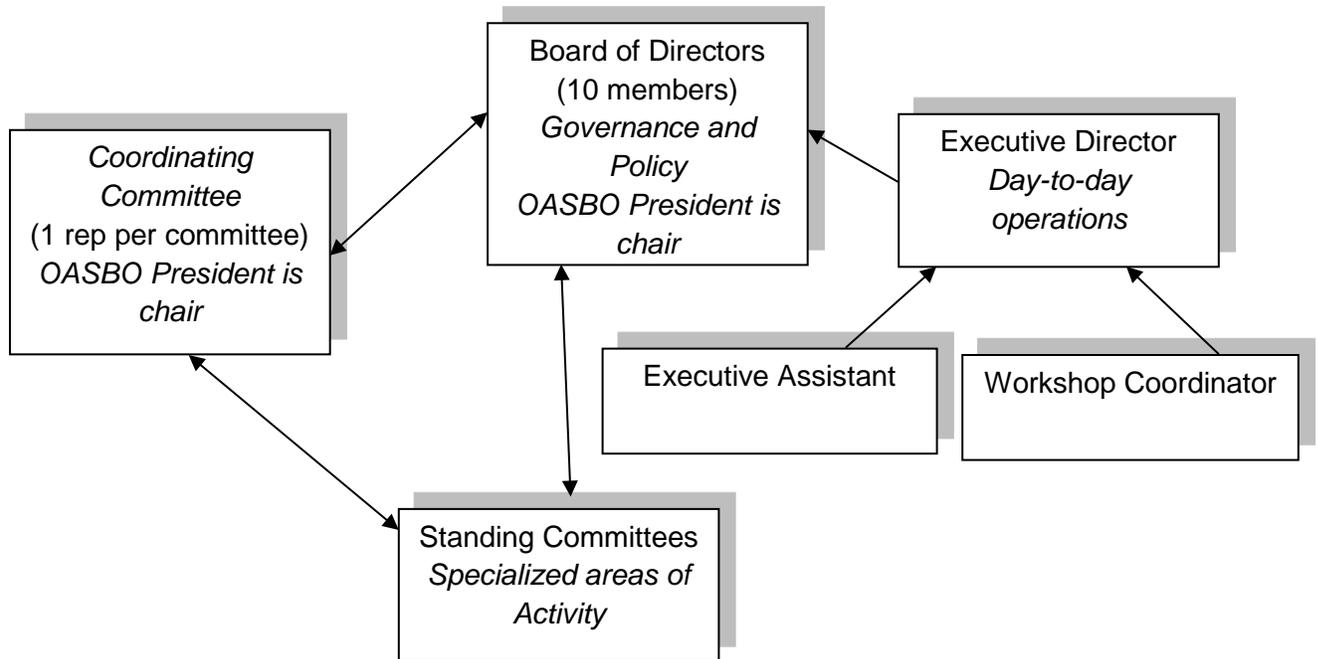
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The Ontario School Business Official:

- ▶ Makes the well-being of students the fundamental value in all decision-making and actions.
- ▶ Supports the principle of due process and protects the civil and human rights of all individuals.
- ▶ Obeys local, provincial and national laws.
- ▶ Exhibits commitment to implementing the policies, rules and regulations of the governing Board.
- ▶ Pursues stewardship of the district school board's resources and full disclosure of relevant information.
- ▶ Pursues appropriate measures to ensure proper use of school funds, property and authority.
- ▶ Fulfills professional responsibilities with honesty and integrity.

## Organizational Structure



### Standing Committees

- Admissions/ Enrolment
- Council of Senior Business Officials (COSBO)
- Council of Senior Human Resources Officials (COSHRO)
- Community Use of Schools (CUS)
- Disability Management
- Environment & Sustainability Committee (ESC)
- Finance
- Health and Safety
- Human Resources
- Information and Communications Technology
- Information Management/Privacy and Access
- Internal Audit
- Operations, Maintenance and Construction
- Payroll and Benefits
- Planning
- Risk Management & Insurance
- Supply Chain Management
- Transportation