

Regina Cat Rescue (RCR) Board of Directors' and Officers' Responsibilities

Be it resolved that the Board of Directors' responsibilities shall be as follows:

a) President:

- The President shall preside at all meetings of the Corporation and of the Board of Directors.
- The President shall have the general and active management of the affairs of the Corporation.
- The President shall submit an annual report to the membership at the Annual General Meeting.
- The President shall represent RCR to the community.
- The President shall work with community and governmental organizations to further organizational objectives.
- The President, in consultation with the Board of Directors, shall determine the goals and strategies of the corporation in a given year.
- The President shall be responsible for ensuring yearly statistics are generated for the corporation. The President shall oversee the work of the committees to ensure it is in accordance with corporation goals and objectives.
- The President shall also perform such other duties as may from time to time be assigned by the Board of Directors.

b) Vice-President:

- The Vice-President shall, in the absence of the President, perform the duties and exercise the powers of the President.
- The Vice-President shall in the absence of the Secretary take over duties normally performed by the Secretary.
- The Vice-President shall sit on the Governance Committee.
- The Vice-President shall oversee the filing of changes in Directors and changes in Bylaws with the Director, Corporations Branch, Department of Justice.
- The Vice-President shall also perform such other duties as may from time to time be assigned by the Board of Directors.

c) Treasurer:

- The Treasurer shall be responsible for the funds of the Corporation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Corporation in the books belonging to the Corporation.
- The Treasurer shall submit an annual report to the membership at the Annual General Meeting, including a statement of revenue and expenditures, and a balance sheet.
- The Treasurer shall oversee matters regarding the retention of charitable status with the Canada Revenue Agency, including filing the corporate tax return and corporate information return.

- The Treasurer shall be responsible for securing and distributing corporation mail.
- The Treasurer shall administer all bank accounts.
- The Treasurer shall recommend priorities for debt payments and administer these payments.
- The Treasurer shall oversee the corporation's financial health and ensure finances guide the scope of RCR work.
- The Treasurer shall oversee the budget, recommending and directing the drafting of revisions when required.
- The Treasurer shall sit on the Finance Committee.
- The Treasurer shall write tax receipts for eligible donations.
- The Treasurer shall be responsible for acknowledging donations of more than \$25 with thank you cards.
- The Treasurer shall also perform such other duties as may from time to time be assigned by the Board of Directors.

d) Secretary:

- The Secretary shall develop agendas for meetings of the Board of Directors as well as general meetings, and keep accurate minutes of those meetings.
- The Secretary will keep record of all the votes taken at those meetings, as well as any votes conducted via email in between meetings.
- The Secretary will receive, send and archive all the correspondence and documentation of the Corporation, in electronic and hard copy, in such a manner that it is accessible to the Board of Directors.
- The Secretary shall also perform such other duties as may from time to time be assigned by the Board of Directors.

e) Director, Communications and Education:

- The Director shall produce materials educating the public about responsible pet ownership and companion animal welfare.
- The Director shall administer the Corporation's website, email, and social media accounts and will ensure all inquiries are answered in a timely manner.
- The Director shall contribute and coordinate material to be published on the website and in printed materials.
- The Director shall provide assistance with educational displays and promotions.
- The Director shall liaise between the board and the media.
- The Director shall endeavour to have RCR activities regularly featured in traditional and social media, to further community recognition and support.
- The Director shall publicize RCR events and activities.
- The Director shall send notices to the membership, advising it of upcoming meetings as required.

- The Director shall ensure members without email receive all correspondence directed to the membership.
 - The Director shall submit an annual report to the membership at the Annual General Meeting.
 - The Director shall also perform such other duties as may from time to time be assigned by the Board of Directors.
- f) Director, Past President:
- The Director shall provide mentorship to the presiding President and Board.
 - The Director shall not vote on matters of the Board.

Be it resolved that the Officers' responsibilities shall be as follows:

- a) Officer, Fundraising and Membership:
- The Officer shall recruit, supervise, and meet with the Fundraising and Membership committee.
 - The Officer shall co-ordinate all fundraising and membership efforts for the organization.
 - The Officer shall maintain an accurate record of the membership, including date individuals became members and date individuals ceased being members, mailing addresses, e-mail addresses, and telephone numbers.
 - The Officer will oversee the promotion of memberships, donations, sponsorships, and fundraising activities to volunteers and the general public, in collaboration with the Director, Communications and Education. The Officer shall acknowledge new members with a letter or email of welcome.
 - The Officer shall lead membership renewal and sales drives to encourage volunteers and supporters to become members of the Corporation.
 - The Officer shall research potential membership incentives and approach local businesses to provide products and services for the purpose of recruiting and retaining members of the Corporation. The Officer shall oversee the corporate sponsorship program and will work with the Director, Communications and Education, to ensure corporate sponsorships are acknowledged properly. The Officer shall work with the Treasurer to ensure that all fundraising activities are conducted in accordance with Saskatchewan Liquor and Gaming Authority and other applicable regulations, and that fundraising activities contribute positively to the Corporations' finances.
 - The Officer shall field inquiries from the public regarding volunteer opportunities for fundraising and membership activities.
- b) Officer, Feral Cat team:
- The Officer shall liaise between the board and the Feral Cat team.
 - The Officer shall co-ordinate the feeding schedules and locations for the team.

- The Officer shall co-ordinate trapping priorities and projects, as well as to delegate these for the feral team.
 - The Officer shall work with the Treasurer to ensure that all Feral Cat team activities comply with the budget of the Corporation.
 - The Officer shall set the roles and responsibilities of team members.
 - The Officer shall field inquiries from the public regarding volunteer opportunities with the Feral Cat team.
- c) Officer, Pet Rescue team:
- The Officer shall liaise between the Pet Rescue team and the board.
 - The Officer shall oversee the operation of intake and adoptions.
 - The Officer shall oversee foster home operations.
 - The Officer shall co-ordinate trapping priorities and projects, as well as to delegate these for the pet rescue team.
 - The Officer shall work with the Treasurer to ensure that all Pet Rescue team activities comply with the budget of the Corporation.
 - The Officer shall set the roles and responsibilities of team members.
 - The Officer shall field inquiries from the public regarding volunteer opportunities with the Pet Rescue team.