



## Director's Duties & Responsibilities

### ROLE:

A Director is responsible for the normal operation of the Corporation and is responsible for making the decisions necessary for said operation.

### DEFINITION:

"Director" means a person elected by the members at the Annual Meeting of Members or appointed by the Board. Directors shall serve a term of three years, before being eligible for re-election and shall be elected from the Area Representatives, Active and Retired Members of the UFPC.

### PRIMARY DUTIES AND RESPONSIBILITIES:

In addition to the responsibilities placed on an Area Representative a Director is responsible for the following.

- They shall follow the guidelines provided in the Directors Manual assuming all responsibilities said position entails.
- They are responsible for ensuring that important matters concerning the UFPC are brought to the attention of the Area Representatives.
- They are responsible for ensuring that the concerns of the members are brought to the attention of the Board of Directors of the UFPC.
- They shall attend the Directors Meetings of the UFPC and participate fully in said meetings.
- They should make themselves knowledgeable about the functions of the Corporation and be prepared to assist any member should the need arise.
- They shall take an active part in the running of the Corporation.
- They shall be responsible for the election of the officers of the Corporation yearly.
- They shall sit on one of the Board's Committees and take part in the Committee's activities. (Governance, Operations, Nominations and Advocacy).
- They are responsible for ensuring that all personal matters are dealt with in a confidential manner.
- They shall **not** sit as a Director on any Provincial or Federal Not For Profit Corporation dealing with Fostering for several reasons, including but not limited to **1**. Preventing any

actual or perceived conflict of interest. **2.** Ensuring that they have the time to perform their duties as Director competently and without interference.

- A maximum number of Directors from each Agency is limited to **TWO**.