



## Roles and Responsibilities of a Provincial Director – Appendix D

The Ontario Association of Agricultural Societies (OAAS) is a non-profit organization incorporated under the Agricultural and Horticultural Organizations Act 1988. The role of the Board of Directors is to provide overall leadership for the Association and to ensure that its mission and vision are fulfilled.

The Board of Directors meet a minimum of ten (10) times per year. (i.e. the Board meets three (3) times a year in person and up nine (9) times via video/teleconference). Provincial Directors are expected to prepare for, attend and participate in these very important meetings. Agendas and information packages will be sent via email prior to each meeting and each Director is expected to review these prior to the meeting to be able to knowledgeably discuss each report. Each Provincial Director will also be expected to participate and take an active role in a number of Operational and Convention committees.

The Provincial Director will be focused on the work of the OAAS Board and all that is involved in the Provincial operations of the OAAS. Their involvement in the District and Society activities will be to liaise with the District Directors and Agricultural Societies and pass directions and information back and forth between the local Districts, Agricultural Societies and the OAAS Board.

OAAS will provide mandatory Board member training annually to assist Directors in fulfilling their duties.

Provincial Board members are elected for a three (3) year term. Please see Constitution By-Law 3 regarding serving/election for additional terms. They are elected at their District AGM and their term begins immediately following the OAAS Annual General Meeting.

- Provincial Board members must submit a recent '**Vulnerable Sector Check**' and a signed '**Code of Conduct**' to the OAAS Manager within 60 days of the member being elected to continue in the position. The '**Vulnerable Sector Check**' must be submitted at the start of subsequent terms. The '**Code of Conduct**' is submitted annually.
- Provincial Board members must be a current member in good standing of an Agricultural Society in their District which is a current member of the Ontario Association Agricultural Societies.

**Individuals considering the position of Provincial Director should be able to commit to the following:**

### **Board Duties**

1. Have the responsibility of providing direction and vision on behalf of **all** Agricultural Society members of the Ontario Association of Agricultural Societies (OAAS).
2. Be aware of the roles and responsibilities of a Provincial Director and are prepared to commit the time and energy to the position.

3. Attend the OAAS Convention, OAAS AGM and other OAAS meetings (9 or more) and be an active participant at those. (Schedule of in person Board meetings will be provided in advance)  
Districts will be notified if their Provincial Director misses 3 OAAS Board Meetings during the February to February term so the District may decide if they wish to take any action.
4. Have access to a computer and Internet to receive and view emails to read and respond to OAAS correspondence at least twice a week, preferably more often.  
NOTE: As of February 2020 - any new Directors or re-elected Directors must meet this requirement.  
All Provincial Directors will be provided with an [name@oaasfairs.com](mailto:name@oaasfairs.com) email address that all OAAS correspondence will be sent to.
5. Respond to all emails from the OAAS (i.e. Manager, Executive, Committees, etc.) and provide the appropriate acknowledgement, response, or information within the requested timeframe.
6. Be an active and participating member of at least 2 OAAS Committees.
7. Inform the Board immediately if there is a potential conflict of interest.
8. Keep informed on all activities of the OAAS, its Board and its Committees.
9. Become familiar with the OAAS Constitution and By-laws, and Policies and Procedures.
10. Act in accordance with the Association's Constitution and Bylaws, Policies and Procedures and ensure that they are reviewed and updated as required.
11. Work with the other Board Members to ensure that there are clear job descriptions for staff and that all staff are trained, as required.
12. Work with the other Board Members to ensure that there are correct procedures in place for disbursement or receipt of funds, and that insurance is acquired to cover risk, and update as required.
13. Work with the other Board Members to ensure that the organization's programs are regularly evaluated.

### **District and Provincial Activities**

14. Attend District Board Meetings regularly and act as liaison between the District Board and the OAAS.
15. Endeavour to attend a General, Board and/or Annual meeting for each Agricultural Society in their District during their three (3) year term.

16. Ensure the Societies in your District understand the function of the OAAS. Make it clear to them, they are members of the OAAS and that you are their representative on the OAAS Board.
17. Take information from the OAAS to the District and the Agricultural Societies and bring back concerns and questions from them to the Board.
18. Distribute Judging Supplies, Directories, Fair Date Brochures, and other material to their District Board and Agricultural Societies following the Spring and Fall Board Meetings.
19. When requested, the Provincial Director will follow up with Agricultural Societies to remind them and/or ensure they have:
  - a) Updated their Directory Information by deadline
  - b) Paid their yearly Agricultural Society OAAS Membership Fees by December 31st
  - c) Completed surveys, requests sent by the OAAS Manager/Board
20. When requested, the Provincial Director will follow up with District Boards to remind them and/or ensure the District Board and/or Directors have:
  - a) Sent current District Director Contact Information
  - b) Completed surveys, requests, or other duties sent by the OAAS Manager/Board
  - c) Submitted District Meeting and/or Judging School dates, location and other required information prior to the event
  - d) Submitted required reports i.e. updated Judges' Lists, Annual District Report, updated District Policies, yearly Financial Reports, etc.
  - e) Submitted District Board Members' Police Checks at the start of their term
21. If required or requested, Provincial Director will provide guidance and information to their District Board and /or Agricultural Societies to:
  - a) Create/update their Constitution or Guidelines and Policies
  - b) Assist in resolving issues or conflict within the District Board or Agricultural Societies
  - c) Assist in resolving issues or conflict with Agricultural Societies and their local municipalities
  - d) Assist by being the first point of contact for questions, concerns, and issues from their District Board and Agricultural Societies
  - e) Bring unresolved questions, concerns, issues, etc. forward from their District Board and /or Agricultural Societies to the OAAS Manager and/or Board for their assistance.
  - f) Other duties as assigned
22. Provincial and District Director are deemed to be separate and unique positions. The OAAS expects that a person does not hold both the Provincial and District Director positions simultaneously.
23. Provincial Directors should endeavour to indicate their intentions to their District Executive and Member Societies at least 6 months prior to end of their term on whether or not they plan to let their name stand for re-election.

24. If you are unable to fulfill the duties and commitments of the position, please consider resigning from the Board and let the District select another Director to ensure that your District and Agricultural Societies are getting the proper representation.

### **Time Commitments**

- 1) Monthly Board Meetings via video conference (accessible by phone as well) – approximately 2 hrs. per month plus approximately 1 hour to review Committee reports
- 2) Committee Meetings – most committees meet bi-monthly via video conference. Plus other activities and time commitments for these committees
- 3) In Person Board Meetings –
  - Spring – usually late March/early April - Meetings on Friday evening until Saturday afternoon plus approximately 2 hours to review reports and information prior to the meeting
  - Fall – usually weekend after Thanksgiving –Meetings on Friday evening until Saturday afternoon plus approximately 2 hours to review reports and information prior to the meeting
- 4) Annual Convention
  - Outgoing Board Meeting – Wednesday evening
  - Convention – Generally Provincial Directors are busy assisting with/involved with the various activities during the entire Convention i.e. Registration, Seminars, Displays, Auctions. and don't get a lot of opportunity to partake in the activities
  - AGM – Saturday Morning
  - Incoming Board Meeting – Saturday Afternoon
- 5) Working with District Boards and Agricultural Societies
  - District Meetings – Dependent on how many meetings your District has, normally Spring to distribute Judging Supplies, Directories, and Fair Date brochures and Fall/AGM
  - Agricultural Society Meetings – dependent upon how many Agricultural Societies in your District

**IMPORTANT:** It is the Provincial Director's responsibility to review the "Travel Allowances" section of "Financial Policies & Procedures 6.1" in the "**OAAS Policy Manual**" regarding details about covered expenses and compensation and consult the OAAS Manager if you have any questions.

If you wish more information or have any questions regarding the Provincial Director Roles, Responsibilities and Duties, please contact the OAAS Manager