



## **BSIMA BOARD POSITIONS**

### **PRESIDENT**

As the President of BSIMA, you will preside over the BSIMA Executive meetings, the Monthly meetings, the Annual General Meeting and special meetings. The President shall sign contracts and documents that require his/her signature and shall have such powers and duties as may from time to time be assigned to him/her by the Board of Representatives or as are incidents to the office. The President shall have cheque signing authority.

The term for the position of President is a two (2) year term.

### **VICE-PRESIDENT**

As the Vice-President, you shall be vested with all the powers and shall perform all duties of the President in the absence or inability or refusal to act of the President. The Vice-President shall sign contracts and documents that require his/her signature and shall have such powers and duties as may from time to time be assigned to him/her by the Board of Representatives or as are incidents to the office. The Vice-President shall have cheque signing authority.

The term for the position of Vice-President is a one (1) year term.

### **FINANCIAL OFFICER**

The Financial Officer shall oversee the finances of BSIMA. The Administrative Officer will report on the finances of BSIMA on a monthly basis to the Financial Officer, who will report on to the BSIMA board. The Financial Officer shall sign contracts and documents that require his/her signature and shall have such powers and duties as may from time to time be assigned to him/her by the Board of Representatives or as are incidents to the office. The Financial Officer shall have cheque signing authority.

The term for the position of Financial Officer is a two (2) year term.

### **COMMUNICATIONS OFFICER**

The Communications Officer will be responsible for taking the minutes for the AGM and monthly BSIMA board meetings. They will work with the Administrative Officer to ensure that BSIMA is known and well-received in the community. Requests for interviews will be brought to the attention of the Communications Officer by the Administrative Officer. Any promotional material for events will be coordinated by the Communications Officer. They will monitor the BSIMA social media accounts along with making any post to the accounts that are approved by the board.

The Communications Officer will report to the Board on a monthly basis on any promotion that has been done, any requests for interviews, or comments that have been received.

The term for the position of Communications Officer is a one (1) year term.

## **PROGRAM REPRESENTATIVES [APPOINTED ANNUALLY BY PROGRAM PARENT GROUPS]**

As a Program Representative you will be the “conduit” between BSIMA and the Band Program. You will report on the activities the Band Program has been doing to BSIMA and on what BSIMA has been doing to the Band Program.

The term for the position of Program Representative is a one (1) year term.

*Note: Each Program is allowed 2 votes at each Board meeting so at least 2 Program representatives may attend each Board of Directors meeting.*