

## Board Officers

### 7.1. Officers of the board and job definitions

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7.1.1. Officers of the board will be president, secretary and treasurer elected by a majority vote of the board.

7.1.2. President

7.1.2.1. The president of the board will collaborate with the executive to prepare board meeting agendas, preside at board meetings, appoint committees and committee presidents, sign official documents requiring signature, and may represent the board in public and official capacities as instructed by the board.

7.1.2.2. The president will also:

- Chair the Executive Committee.
- Make special assignments and appoint representatives to other organizations.
- Act as liaison between board and executive.
- Encourage the board to do long-range planning.
- Assist board members to build their board skills.
- Act to discipline board members who violate ethical standards of the board.
- Encourage all board members to participate in board activities.
- Ensure that all board members' views are represented in board meetings.

7.1.3. Secretary

7.1.3.1. The secretary will oversee the records of the board, including meeting minutes, the charter and any historical documents. When required, the secretary will also sign notes, contracts and other official agreements on behalf of MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. and at the direction of the board.

7.1.3.2. The secretary will also:

- Ensure that all official documents are safely passed to the next secretary.
- Research MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. records when necessary for information for the board.



#### 7.1.4. Treasurer

7.1.4.1. The treasurer will oversee but not manage the financial records of MANITOBA NURSERY LANDSCAPE ASSOCIATION INC., and ensure that the board regularly receives good reports of the financial condition of MANITOBA NURSERY LANDSCAPE ASSOCIATION INC.

#### 7.1.5. The treasurer will also:

- Assist the board to understand the annual budget before approval.
- Arrange in-service programs for the board so board members will be better able to understand the financial reporting process.
- Chair the Finance Committee.
- Ensure that the board arranges for an annual audit of the MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. books.

**Adopted: <date>**

## 7.2. Officer election process

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7.2.1. Officers will be elected immediately after reorganization of the board when new or reelected board members are confirmed. The board of directors will follow the following procedures in electing its officers:

- 7.2.1.1. Election will be by secret ballot at a meeting at which a quorum of board members is present.
- 7.2.1.2. The board will meet to elect its officers at the first meeting following the annual election of new board members.
- 7.2.1.3. Only board members present for elections will be allowed to vote for officers. There will be no "absentee ballots," or telecommunications voting.
- 7.2.1.4. Officer candidates must have consented to seek office before their name is placed in nomination.
- 7.2.1.5. Nominations will be open for any eligible candidate who has given prior consent.
- 7.2.1.6. Board members will encourage candidates to disclose their interest in the office.
- 7.2.1.7. All voting will be done using paper ballots.

**Adopted: <date>**

### 7.3. Terms of office

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7.3.1. Terms of all officers will be for one year. Only properly elected or appointed members of the board may serve as officers of the board. Each officer may be reelected for a second consecutive term to the same office, and then may stand for election for that same office again only after at least one year of absence from that office.

**Adopted: <date>**

### 7.4. Officer authority

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7.4.1. Officers of the board are elected to be servant-leaders of the board. All authority of the officers is delegated to them by the board of directors. No officers will have any authority to speak or act on behalf of the board other than that authority specifically granted in the MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. bylaws, in board policy or by majority vote of the board of directors.

**Adopted: <date>**

### 7.5. Vacancies of officer positions

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7.5.1. If a vacancy occurs in any elected office because of resignation, death, ineligibility to hold office, or formal removal of an officer by the board, the board will proceed to fill the vacancy at the earliest possible time.

7.5.2. A vacancy is filled in the prescribed manner of election of officers in this policy.

**Adopted: <date>**

## 7.6. Removal of officers

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7.6.1. The MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. board has the right to remove any officer from that elected position by the same authority that elected the officers. Officers may be removed from office for:

- 7.6.1.1. Gross or willful neglect of the duties of the office.
- 7.6.1.2. Misuse of MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. funds.
- 7.6.1.3. Conviction of a felony.
- 7.6.1.4. Intentional lack of public support for the MANITOBA NURSERY LANDSCAPE ASSOCIATION INC. mission, staff or programs.
- 7.6.1.5. Failure to inform the board about issues that might impact board decisions.

7.6.2. Procedure for removal of any officer from office will be a simple majority vote of the board.

**Adopted: <date>**