

## BOARD MEMBERS ROLES & RESPONSIBILITIES

In order to ensure that Like Minded Entrepreneurs (LME) is fulfilling its overall mission, board members will be selected on a bi-quarterly basis. The Board commits to supervise the activities of the networking group in an effort to maintain the integrity, structure and future planning of the group.

## LME BOARD ROLES

### ADMINISTRATOR

An administrative board member, often referred to as a board administrator, plays a vital role in ensuring the smooth operation of the board of directors. Here are some key responsibilities:

- **Meeting Organization:** schedule and organize board meetings to ensure all members are informed and prepared so the meeting can run efficiently
- **Documentation:** prepare and distribute meeting agendas, minutes and other essential documents
- **Governance Support:** Assist with management of board governance, policies and procedures
- **Communication:** maintain up to date member contact information
- **Donation Facilitator:** Oversee management of charity donations in coordination with member's charity of the month
- **Policy Development:** contribute to the development and implementation of operational policies and procedures in coordination with fellow board members

### COORDINATOR

A coordinator board member, often referred to as a board coordinator, plays a pivotal role in ensuring effective communication and organization within the board. Here are some key responsibilities:

- **New Member Onboarding:** organize and distribute onboarding materials to new members and complete onboarding tasks



- **Communication:** act as a liaison between board members and group members, facilitating clear and efficient communication by delivering messages to the membership base via tools (i.e. Slack, email, etc.)
- **Performance Review:** facilitate one-on-one meetings with new members and/or members with wavering performance
- **Social Media:** update and maintain all LME social media accounts, content creation, etc.
- **Policy Development:** contribute to the development and implementation of operational policies and procedures in coordination with fellow board members

## OPERATIONS & DEVELOPMENT

- **Operational Oversight:** collection and organization of weekly meeting slides, educational update assignments and important member updates
- **Charity Facilitator:** co-organization of charity presentation, cheque preparation, etc.
- **Strategic Implementation:** consistently prioritize and create projects to further improve the organization
- **Risk Management:** identify and mitigate operational risks to ensure smooth and continuous operations
- **Policy Development:** contribute to the development and implementation of operational policies and procedures in coordination with fellow board members

## LME BOARD RESPONSIBILITIES

LME's Board Members will commit to the following responsibilities:

1. Understanding of the group's vision and mission
2. Practice the core values outlined by the group
3. Strictly adhere to the group's Code of Conduct
4. Actively participate in Board meetings and contribute to the strategic development of the group
5. Advocate and promote the group to both internal and external parties



6. Keep up to date with any issues or trend that may impact the group and its mission
7. Prepare for meetings by reviewing the agenda and composing required documentation
8. Understanding the organization's financial and fiduciary responsibilities whether for the strategic future of the group, charitable donations, etc.
9. Formulate and compose policies as required for the benefit and structure of the group
10. Ensuring that the group complied with legal requirements
11. Maintain confidentiality on all internal organizational affairs
12. Dedicate sufficient time to board duties, as required
13. Collaborates with various members of the group during meetings, one on one discussions, etc.
14. Holds members accountable in regards to attendance and participation