



Association nationale  
des retraités fédéraux

National Association  
of Federal Retirees

OUTAOUAIS

## Qualities and functions of Directors

### 34th Annual General Meeting

Wednesday, April 8<sup>th</sup>, 2026

#### Qualities expected of a Branch Director

A member wishing to compete for a director position should:

- Be available to participate in Branch meetings;
- Have a marked interest and a personal commitment to the work of the Board and its committees;
- Be able to lead files and/or projects of the Board committees;
- Be able to promote the Association and the Branch in order to recruit new members;
- Have a good understanding of the roles, management responsibilities and obligations incumbent on Directors, as provided by law, particularly as agent/trustee of the Outaouais Branch;
- Have experience that meets the objectives of the Association, the Branch and that complements those already in place on the Board;
- Advocate and apply personal values that are consistent with those of the Association and the Branch such as transparency, integrity, discretion, solidarity with the board and volunteers, loyalty, openness, and care to fulfill its commitments.

#### Functions within the Board of Directors

Directors are assigned one or more functions by appointment from the Board of Directors.

##### **Board Officers**

**President:** Assumes primary responsibility for ensuring that the Branch complies with Association bylaws and policies; Convenes and chairs meetings; Acts as chief spokesperson for the Branch and during national member meetings; Performs other powers and functions as requested by the Board.

**Vice-President:** Assumes the duties of the President in his absence, or if he is incapacitated or resigns and may assume one of the functions generally assigned to a director. Performs other powers and functions at the request of the Board.

**Treasurer:** Has the charge and custody of the Outaouais Branch's financial resources. Maintains financial accounts and acts as the main signatory; Reports on the financial activities of the Branch to the Board and to the Branch members at the Annual General Meetings, presenting a report on the finances for the last fiscal year and the budget forecasts for the upcoming one.

**Secretary:** Produces, signs, and keeps, with the secretariat, the minutes of the meetings; Acts as custodian for the rules, regulations, and archives of the Branch; Reviews and updates these documents on a regular basis. Keeps a register of directorships, names and addresses, as well as dates of assignment and term of office.

### **Additional functions assigned to a Board Director**

**Volunteer Support and Development:** Coordinates activities focused on the recruiting, development, recognition, and succession of volunteers who ultimately support the effective leadership of the Branch and the delivery of its core services.

**Communications:** Responsible for the legitimate and prudent collection, retention and dissemination of information relevant to the members and activities of the Association, using a range of methods and technologies, (e.g., Newsletters, Sage magazine, internet pages and Facebook, etc.)

**Advocacy:** Responsible for activities carried out in support of the Association's strategic advocacy priorities which maintain the reputation of the Association. These functions are normally assumed by the Branch Advocacy Liaison Officer (BALO) who works closely with the national Advocacy Programs Officer (APO).

**Volunteer management:** Any activity designed to recruit, supervise and recognize volunteers.

**Membership Recruitment:** Any activity designed to attract and recruit members through outreach activities.

**Member retention:** Any activity designed to retain and engage members through information sessions and community and social activities. Manage the Branch's Regional Preferential Rate Program.

**Support to Members:** Support provided to members, primarily in matters relating to pensions and health benefits, in the form of clarification and / or referral to relevant resources. It is understood that these activities do not include the provision of advice or direct intervention on behalf of an individual member which could be characterized as personal or individual advocacy (or persuasion).

**Support to the Outaouais seniors and Retirees Concertation Table (TCARO):** Represents the Branch at the TCARO which is a representative body of the main senior organizations in the region and recognized for its leadership in improving the living conditions of seniors in the Outaouais.