
BOARD POSITION JOB DESCRIPTIONS

BOARD COMPOSITION

The Pride PEI Board of Directors is made up of nine roles in total. Four of these roles are considered Executive Officers.

EXECUTIVE OFFICERS

Executive Officers hold the most responsibility within the organization. They have a higher legal obligation to the organization than a Director-at-Large, as they often hold signing authority with financial institutions, funding partners, and other high-level documents. Executive Officer positions are: Chair, Vice-Chair, Treasurer, and Secretary.

Every Director and Officer of Pride PEI while occupying these roles is obligated by Pride PEI's bylaws and constitution to:

- Act honestly and in good faith with the best interests of Pride PEI and its membership at large.
- Practice care, diligence and skill as any reasonable person would while in their role.
- Be familiar with the organization's bylaws and constitution.

CHAIR

Description: The Chair of Pride PEI acts as the spokesperson for the organization; the person occupying this position is responsible for the overall functioning of Pride PEI.

Responsibilities: Chairs board meetings, sets and follows board meeting agendas, acts as the public face of the organization, has primary signing authority on legal and financial documents, is responsible for internal communications, is the primary digital administrator (website, google suite, etc), is a keyholder for the organization, responsible for general management of the organization and fellow board members.

Qualifications & Skills: 3+ years of previous non-profit board experience or equivalent experience; experience in leadership and managing a team; proven experience in grant writing, funding applications, and reporting; experience with Google GSuite, Squarespace, and digital administration is considered an asset; experience in public relations and communications is considered an asset.

Time Commitment: As Pride PEI's main focus is to plan, organize, and execute the annual PEI Pride Week, the time commitment can vary depending on the time of year. However, as the Chair is responsible for day-to-day operations of the

organizations the time commitment for this role is high year round.

October - March: 10-15 hours/week*

April - September: 20 hours/week*

**Estimated time commitment may vary depending on work style.*

VICE-CHAIR

Description: The Vice-Chair of Pride PEI supports the Chair in their roles and responsibilities where possible and acts in place of the Chair when required. Examples of reasons the Vice-Chair may have to resume duties of the Chair could be: if the Chair is sick and unable to attend a meeting or interview, if the Chair is on personal leave, or if the Chair has been removed from their role.

Responsibilities: Taking the place/responsibilities of the Chair when required, becoming Chair for the remainder of the Chair's term, if the Chair's position becomes vacant, being an additional digital administrator, being responsible for the membership list, and other duties as required.

Qualifications & Skills: 2+ years of previous non-profit board experience; experience in leadership and managing a team; experience in grant writing, funding applications, and reporting; experience with Google GSuite, Squarespace, and digital administration is considered an asset; experience in public relations and communications is considered an asset.

Time Commitment: As Pride PEI's main focus is to plan, organize, and execute the annual PEI Pride Week, the time commitment can vary depending on the time of year. However, as the Vice-Chair may have to assume the role of Chair and therefore become responsible for day-to-day operations of the organization, it is recommended that the Vice-Chair be available for similar time commitments as the Chair.

October - March: 10-12 hours/week*

April - September: 15-20 hours/week*

**Estimated time commitment may vary depending on work style.*

TREASURER

Description: The Treasurer accounts for and reports on the funds, budget and expenditures of the organization; often a signing authority on financial documents.

Responsibilities: The Pride PEI Treasurer is responsible for preparing an annual budget, maintaining up-to-date financial records, providing a monthly financial

update, being an additional digital administrator, coordinating the end of year financial audit, being a signing authority and other duties as required.

Qualifications & Skills: 0-1+ years of non-profit board experience; experience with [financial records management system used by PPEI] or equivalent program(s); proven experience with creating and managing budgets; experience in grant writing, funding applications, and reporting is an asset; professional training/experience in financial records management is considered an asset.

Time Commitment: As Pride PEI's main focus is to plan, organize, and execute the annual PEI Pride Week, the time commitment can vary depending on the time of year. However, the Treasurer's primary responsibility is to maintain up-to-date financial records of the organization and this should be prioritized over any festival support.

October - March: 5-10 hours/week*

April - September: 10 hours/week*

**Estimated time commitment may vary depending on work style.*

SECRETARY

Description: The Secretary role is primarily an administrative role tasked with keeping Pride PEI's internal documents up-to-date and to the standard required of a non-profit.

Responsibilities: The Pride PEI Secretary is responsible for recording minutes of all board meetings, drafting minutes in a timely fashion for review and approval by the board and/or membership; maintaining up-to-date corporation bylaws, agendas, meeting minutes, policy and financial statements; being the custodian of the company seal and authenticating company documents as required by the board; being a signing authority, being an additional digital administrator, being a keyholder, and other duties as required.

Qualifications & Skills: 1+ years of experience in an office environment or non-profit organization; experience with Google GSuite, Squarespace, word processing software and digital administration; proven organizational skills; experience in leadership and managing a team is considered an asset; previous experience in a secretarial position or administrative role is considered an asset.

Time Commitment: As Pride PEI's main focus is to plan, organize, and execute the annual PEI Pride Week, the time commitment can vary depending on the time of year. However, as the Secretary is responsible for recording all meeting minutes, drafting them for approval can be time consuming depending on level of experience.

November - March: 5-10 hours/week*

April - October: 10-15 hours/week*

**Estimated time commitment may vary depending on work style.*

DIRECTOR-AT-LARGE (5 Positions)

Description: The directors of an incorporated, non-profit organization are legally responsible for the governance of the organization. Within that mandate is the expectation that the board will develop, implement and monitor policies that will allow the organization to carry out its work. The board is elected by, and accountable to, its membership. While the board may appoint staff and/or committees to carry out specific work related to its policies, programs and services, the board is ultimately responsible for all organizational outcomes.

Responsibilities: The responsibilities for a Director-at-Large will vary depending on the qualifications, skills, and experience they bring to the board. Ultimately, a Director-at-Large is responsible for attending board meetings, fulfilling their assumed portfolio, being an additional digital administrator, and other duties as required.

Qualifications & Skills: 0-1+ years of non-profit board experience; commitment to the 2SLGBTQIA+ community; project coordination/management and/or event organizing is considered an asset.

Time Commitment: As Pride PEI's main focus is to plan, organize, and execute the annual PEI Pride Week, the time commitment can vary depending on the time of year.

October - March: 5-10 hours/week*

April - September: 10-20 hours/week*

**Estimated time commitment may vary depending on work-style.*