

CCBA Board Roles and Responsibilities

The Coast Community Builders Association is a registered non-profit Society, governed by the Province of BC's Society Act.

The activities of the organization are determined by the Purposes under which it is Incorporated. The Board of Directors have the primary responsibility to ensure the Society undertakes its purposes.

CCBA's Purposes

To promote innovative cost effective environmentally responsible and sustainable approaches to land development in communities on the Sunshine Coast of British Columbia

To facilitate and positively influence the residential and commercial development process

To foster cooperation amongst all levels of government and citizens in land use planning initiatives

To facilitate education and training opportunities in the construction trades

Everything the CCBA does must relate back to its Purposes.

The CCBA Board is an Administrative Governing Board, meaning that each member both sets policy and implements policy, through direct action and through the appointment of an executive assistant.

Duties of Directors

A director of the CCBA must act honestly and in good faith in the best interests of the society, and exercise the care, diligence and skill of a reasonably prudent person in exercising the powers and performing the functions of a director.

Corporate Powers

The powers exercised by the directors include but are not limited to the following powers –

To buy, sell, exchange, develop and mortgage property

To borrow money and give security for it and secure or purchase money obligations

To issue negotiable instruments

To receive or make gifts

To enter contracts or leases

To employ persons

To belong to other societies or associations whether or not incorporated, with similar purposes or purposes beneficial to the society

To sue or be sued, contract or be contracted with, in its corporate name

CCBA Board responsibilities

The CCBA board has its primary responsibilities in: developing a strategic plan and budget; creating appropriate policies; and ensuring adequate procedures are in place for the successful implementation of the strategic plan and budget.

Board meetings are held once a month, and more frequently on occasion, and last from 2 – 3 hours

There are a number of Director-led committees composed of CCBA and non-CCBA members, as determined by the board, and small working groups, and these meet irregularly, but probably 6 or more times a year for a few hours each time.

The board assumes responsibility for advocacy and public and government affairs, and attends several meetings of local government and community groups, requiring some 3-9 hours a month.

The board is responsible for the finances of the organization, although it may delegate the day-to-day finances (or any other responsibility) to staff, with an appropriate reporting mechanism

The board is also responsible for hiring and supervising Staff (an executive director or similar position).

Decision-Making

The CCBA Directors reach decisions by a modified consensus method, requiring a simple majority rather than unanimity

Board Meetings

The Board of Directors meet regularly the 3rd Tuesday of every month.

Meeting times begin at 8:30 am and end between 10– 10:30 am, unless otherwise notified

Meeting locations are at the Sunshine Coast Golf & Country Club 3206 Hwy #1 Roberts Creek unless otherwise notified

Committee Meetings

Committee meetings are irregular, called at the direction of the Committee Chair

Ad Hoc Committee Meetings

With the full support of the Directors, the Board can create a temporary committee at any time. It must be chaired by a Director. Ad hoc committee meetings are irregular, called at the direction of the Chair

Annual Strategic Planning

The Society's fiscal year runs from September 30 – October 1. Every September the Board attends a day long retreat to review the previous year's performance and to set the current year's goals and operating budget.

DUTIES

CCBA President

Provides direction and leadership

Chairs all meetings of the CCBA, an alternate can be appointed or selected if the President is unavailable – includes monthly Board meetings, Member Events approx every 2 months, other meetings as determined throughout the year.

Represents the CCBA publicly at meetings, conferences, hearings etc, may delegate to other CCBA representatives

Participates equally in Board discussion and decision-making

Approves CCBA public pronouncements and positions

Has signing authority for the Society's legal and financial business

CCBA Vice President

Assumes the duties of the President when the President is unavailable

Has signing authority for the Society's legal and financial business

CCBA Treasurer

Develops and monitors an annual operating budget

Ensures the Society's financial records are maintained

Ensures the Board is provided with monthly financial statements

Provides financial management to maintain viability

Maintains the Corporate seal

Approves all extraordinary expenditures

Has signing authority for the Society's legal and financial business

CCBA Secretary

Develops agendas and causes minutes of meetings to be recorded

Maintains the register of Members

Maintains the Society's incorporation status

Attends to the Society's external correspondence