

The Chapter Board of Directors

The CPF National bylaws (clause 16.1) state:

The Chapter Board of Directors shall consist of not fewer than 3 voting members elected at the Chapter Annual General Meeting from the following categories:

- a) *The Chapter President and Vice-President to be elected from the voting members.*
- b) *One additional member to be elected from the voting members.*

Where possible the Chapter Directors should be members with legal, financial, management, leadership, or other desirable expertise.

All members of the chapter Board of Directors, committee members and any others in positions of authority *must* be members of CPF in good standing.

The following are suggested job descriptions:

President

- Responsible for the integrity of the Board process, including effectiveness of meetings and the Boards' adherence to its own rules
- Chairs Board meetings, keeps decisions focused, ensures fair deliberations
- Represents the Board at community and CPF functions
- Participates in chapter activities

Qualifications

- Must have previously been a member of CPF
- Should be reliable, with good communication skills, a working knowledge of CPF and demonstrated leadership abilities
- An interest in broader aspects of French education and Canadian bilingualism is important

Vice President

- Acts in the absence of the President and works in cooperation with the President to achieve the above
- Stays informed in order to undertake the above responsibilities
- Participates in chapter activities

Qualifications

- Must have previously been a member of CPF
- Should be reliable, with good communication skills, a working knowledge of CPF and demonstrated leadership abilities
- An interest in broader aspects of French education and Canadian bilingualism is important

Secretary

- Responsible for the integrity of the Board documents
- Responsible to the Board for reporting on any inconsistencies of Board actions
- Coordinates and oversees the publication of the annual report
- May be responsible for acting as a Board liaison to one or more committees
- Participates in chapter activities

Qualifications

- Should have good written communications skills
- Typing skills and access to a computer preferred
- Experience in minute taking an asset

Treasurer

- Performs duties in connection with finances of the organization as required by the board
- Monitors financial operations
- Assists in preparing grant applications
- Participates in chapter activities
- Provides financial reports for the Board of Directors, the AGM and the branch
- May be responsible for acting as a Board liaison to one or more committees

Qualifications

- Should be reliable and trustworthy
- Should have or be willing to acquire a good knowledge of CPF and its funding structure
- Must have knowledge of bookkeeping and budgeting procedures

Signing Officers

- Should be approved at the first Board of Directors meeting following your elections unless otherwise indicated in your bylaws. See your bylaws for the specifics of who may be appointed.
- It is the responsibility of the Treasurer to advise your bank immediately of any change to the signing officers.
- All other legal documents (e.g. contracts) must also be signed by these signing officers

Other Possible Job Descriptions

Chapter Contact (usually the President)

- Receive communication from CPF-SK and ensure that the information is circulated to all appropriate individuals within the chapter.
- Ensure that information requested from the CPF-SK or CPF National is provided in a timely fashion.
- Ensures that the CPF-SK and the Chapter Development Officer is kept apprised on an ongoing basis of local issues, trends, activities and other information that is of significance beyond the chapter. This is extremely important in order that your local considerations can be taken into account when CPF-SK is developing province-wide initiatives and resources.

Qualifications

- Diligent
- Well organized
- Must have a good understanding of the roles of various chapter volunteers and of chapter activities.

Membership Coordinator

- Responsible for ensuring the accuracy of the chapter's section of the CPF membership list
- Chairs the membership committee
- Looks at all chapter plans and activities from the perspective of membership development
- Keeps reminding all volunteers of how to use their regular activities to promote membership
- Ensures that all chapter Board members are members of CPF in good standing
- Develops and implements activities to recruit and retain members for the Chapter
- Reports on membership committee activities to the chapter Board of Directors and the chapter general meetings as appropriate

Qualifications

- Knowledge of how to work with volunteers
- Knowledge of CPF its policies and procedures

Newsletter Editor

- Determines timing and contents of chapter newsletter
- Responsible for gathering and/or writing articles
- Responsible for editing of articles and proofreading of the newsletter
- Responsible for the layout, printing and distribution of the chapter newsletter
- Is encouraged to submit articles for the CPF-SK and CPF National newsletters on behalf of the chapter including local FSL news as well as chapter activities

Qualifications

- Must have good writing and editing skills
- Typing skills and access to a computer would be an asset
- Previous newsletter experience would be helpful

Publicity Coordinator

- Liaises with CPF-SK and/or CPF National regarding province – or nationwide publicity campaigns
- Issues approved news releases
- Arranges for interviews, news conferences etc. on behalf of the chapter
- Maintains a list of media contacts
- Adheres to national policies regarding CPF publicity
- Oversees the acquisition, storage and distribution of CPF pamphlets, videos etc
- Assumes any other tasks that may be assigned from time to time by the Board of Directors
- Forwards items of interest for the branch website to the CPF-SK office.

Qualifications

- Excellent oral and written communication skills
- Organizational skills

Francophone Liaison

- Works towards developing and maintaining a rapport with local Francophone contacts and maintains an awareness of local initiatives
- Keeps the chapter Board of Directors aware of areas of mutual concern to CPF and the Francophone members of their local community
- Reviews publications written in French for the President and/or the Board of Directors
- Serves as a French speaking media contact if possible

Qualifications

- Good working knowledge of French is helpful but not imperative
- Good communication skills
- Good knowledge of CPF, its policies and activities
- Sensitivity to the aspirations of the Francophone community and an understanding of French-first-language programs

Committees

Membership Committee

- Maintains the local membership list and records
- Contacts members before expiry to remind them to renew
- Contacts new members to welcome them
- Contacts members who have renewed to thank them
- Contacts those whose memberships have lapsed to encourage them to renew and/or to conduct an exit interview (to find out why they are no longer interested in belonging to CPF, with the objective of learning how your chapter can better serve its members)
- Ensures that CPF pamphlets or other membership promotional materials are available where potential members will see or receive them (libraries, schools, community centres, medical clinics, daycares, your school division French Coordinator, chapter displays)
- Helps make new people feel welcome at meetings

Qualifications

- Knowledge of how to work with volunteers
- Knowledge of CPF its policies and procedures

Program Committees

i.e. Mini Rendez-vous Committee or Fête du soleil Committee

- Makes arrangements for specific events and/or programs
- Books facilities, looks after registration, publicity, supervision, food
- Looks after money and prepares budgets and financial statements
- Serves as liaison with CPF-SK
- Completes all required documentation for CPF-SK and for the chapter
- Collects monies and forms for memberships and ensures that they are sent to the National office in a timely manner
- Reports to the chapter Board of Directors after the event is complete

Reporting Requirements

Reporting to your members

In addition to keeping your members apprised of your activities on an ongoing basis, your bylaws will require specific reporting to be done at your annual general meeting. This will include your financial statements and an annual report.

Reporting to CPF-SK

In addition to keeping the branch informed of local trends, issues and activities on an ongoing basis, the following specific reports are required:

January

An action plan outlining your chapter's programs for the following school year that require branch support. Budgets must be submitted for any new initiatives for which branch funding is requested. Forms are provided on the CPF-SK website at www.cpf-sask.com.

April

By the third week of April each year the branch must be provided with an annual report including an activity report and financial statements. Forms can be found on the website.

Chapter annual general meeting

Advise CPF-SK of the results of your elections immediately following the chapter annual general meeting. Contact information must be included.

Activity Reports

Provide within 30 days of the event, detailed activity and financial reports of chapter/branch co-sponsored activities on the forms provided.

Liaison with CPF-SK Board of Directors

A member of the CPF-SK Board of Directors will be assigned as a liaison with each chapter. In order for the CPF-SK Board to be aware of activities and concerns in your chapter and community it is helpful to invite this Board member to several meetings each year. This provides a province-wide perspective as the CPF-SK Board develops its strategies and programs. The liaison is available as a resource person for your promotional events and forms the chapter's link with the CPF-SK Board.

Meetings That Work

Meetings are necessary to transact business, solve problems, change policy, review progress, organize thinking, and involve members. They are an active means of communication. A well run, organized meeting will last a short period of time and keep members interested in attending.

Why do people come to meetings?

- Information: seeking accurate, timely, and personally interesting information
- Accomplishment: to accomplish a particular purpose
- Social: to see friends and meet new people
- Good time: entertaining speakers and interesting program

Why don't people come back to meetings?

- Information: they didn't get their questions answered

Ensure that the purpose of the meeting is clear so that there are no unrealistic expectations. If there is a presenter, ensure that he/she understands the background and needs of the audience. If appropriate, ensure that the participants will know how they can follow up, where to get further information.

- Accomplishment: nothing they cared about was accomplished

Plan carefully in advance to ensure that the meeting objectives are clear, participants will have sufficient information in order to make decisions, there is adequate time to deal with the most important items and so on.

- Social: no one talked to them, they were not invited to participate

Allow time before the meeting for the important rituals of meeting and greeting people. Try to seek out new people and make them feel welcome. Build in some social time after the business part of the meeting, so that those who must leave early can do so without missing anything important while others have a chance to chat or participate in an informal activity.

- Bad time: they were bored or they feel they wasted their time

Respect the value of your members' time. Don't call unnecessary meetings. Don't include unnecessary agenda items. Plan ahead so that time isn't wasted trying to determine how to proceed.

Tips for a successful meeting

- Plan and post an agenda of topics to be discussed
- Make sure the meeting room is clean, comfortable and large enough to accommodate everyone, and that the seating is comfortable
- Start on time
- Ensure only one speaker at a time
- Allow everyone the chance to participate
- Take minutes

Meeting facilitation (usually the responsibility of the President)

- Create a framework for discussion and establish a clear agenda
- Advise participants of expectations
- Advance the discussion by raising key questions, summarizing, and identifying themes as they emerge
- Ensure active participation by all: encouraging newcomers and handling strong personalities who may dominate or disrupt the discussion for other participants
- Summarize and closing the discussion by stating emerging consensus or calling a vote

Sample Agenda

Opening statements

Approval of agenda

Review of minutes of last meeting

Follow up of issues from the last meeting

Reports from committees

Tabulation of volunteer hours

New business

Review of progress

Note of agenda items for next meeting

Set date for next meeting

Adjournment