



**Policy Section 2: BOARD STRUCTURE AND RESPONSIBILITIES**

**Policy #: 2.7**

**Policy: Job Descriptions Officers of the Board**

**Revision: Rev 0**

**Approval: April 27, 2021**

**1. Purpose:**

- 1.1 To describe the responsibilities of the Officers of the Board of The Flower Cart Board of Directors.

**2. Definitions:**

- 2.1 Officers of the Board are:
  - a. Chairperson,
  - b. Vice-Chairperson,
  - c. Treasurer, and
  - d. Secretary.

**3. Detailed Policy Statement:**

- 3.1 This policy will present the responsibilities of the Officers of the Board.
- 3.2 Policies 2.7.1 through 2.7.4 describe the position responsibilities.

**4. Implementation:**

**5. Applicability:**

- 5.1 Board of Directors

**6. Policy Authority:**

- 6.1 Board of Directors

**7. Related Policies, Procedures and Documents:**

- 7.1 Policy 1.1 – Statement of Governance Style
- 7.2 Policy 1.4 – Board Succession Plan
- 7.3 Policy 1.5.1 – Board Self-Evaluation Questionnaire
- 7.4 Policy 2.1 – General Duties of the Board of Directors
- 7.5 Policy 2.1.1 – General Duties of Individual Directors
- 7.6 Policy 2.2 – Directors Code of Conduct
- 7.7 Policy 2.3 – Conflict of Interest
- 7.8 Policy 2.4 – Confidentiality of Information
- 7.9 Policy 2.6 – Committees of the Board of Directors
- 7.10 Policy 3.1 – Board of Directors – Executive Director Relationship
- 7.11 The Flower Cart By-Laws

**8. Record of Amendments:**

<b>Revision #</b>	<b>Summary of Revision</b>	<b>Date Approved</b>
Rev 0	Original Issue	April 27, 2021