



Policy Section 2: BOARD STRUCTURE AND RESPONSIBILITIES

Policy #: 2.7

Policy: Job Descriptions Officers of the Board

Revision: Rev 1

Approval: August 10, 2022

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 – Chief Executive Officer Relationship
- 7.11 The Flower Cart By-Laws

8. Record of Amendments:

Revision #	Summary of Revision	Date Approved
Rev 0	Original Issue	April 27, 2021
Rev 1	Changed Executive Director to Chief Executive Officer	August 10, 2022