

ORGANISME DE DÉCOMPRESSION DES BRÛLEURS DE MONTRÉAL (2020)

ROLE OF THE ORGASME BOARD:

- Develop and execute plans for the long-term development of the Orgasme
- Provide a legal entity to represent and administer the organization as required by law.
- Make decisions pertaining to the safety, legality, and financial feasibility of activities and events.
- Organize community-driven volunteer committees for the realization of projects.
- Foster teamwork among its members that inspires us to take on challenges.

RESPONSIBILITY OF BOARD MEMBERS:

Those who agree to become members of the Board commit to:

- Participate in all decisions before the Board.
- Attend all Board meetings (in person or by teleconferencing).
- Read and respond to e-mails regarding Board decisions within 72 hours.
- Take on volunteer roles necessary for the feasibility of activities.
- Bring positive effort and attitude to Board discussions at all times and maintain positive working relationships with all other Board members and volunteers.
- Represent the Orgasme in a way consistent with its mission.
- Include community members in discussions and decisions, whenever possible.
- To enable continuity by documenting procedures and mentoring future leaders.
- Encourage behavior within its activities that is safe and legal.
- Commit to at least 5hrs per month to various duties, committees, and meetings.
- To resign from the Board if unable or unwilling to fulfill these responsibilities.

OFFICER POSITIONS

Board members may concurrently take one on or more positions and are responsible for fulfilling its duties. Modification of duties and addition of roles and officer positions are performed as needed, within the limits of the by-laws.

Chief Cheerleader (President)

- Motivate and encourage others to execute on their roles.
- Organize board meeting dates & set agendas.
- Manage accountability of other board members.

Chief Co-Worker Champion (Vice President)

- Support the president in fulfilling their duties.
- Understand the responsibilities of the president and be able to perform these duties in the president's absence.

Big-Bucks Officer (Treasurer)

- Maintain a record of all transactions.
- Produce and publish an itemized list of income and expenditures.

ORGANISME DE DÉCOMPRESSION DES BRÛLEURS DE MONTRÉAL (2020)

- Produce and publish a yearly balance sheet, income statement and statement of cash flows.
- Reimburse board approved expenses.
- Be responsible for bank account access.
- Prepare and file all tax documents.

Secretary

- Take minutes at board meetings (or delegate when they cannot attend).
- Distribute minutes to the community.
- Manage and organize files.
- Keep an updated log of all decisions made by the members and the Board.
- Keep an updated list of the members and officers of the Board.
- Files annual declaration with the Registraire des entreprises
- Maintains the company book and holds it at the siege social
- Preparation of the annual report
- Support the Legitimacy Officer

Excitement Officer (Communications)

- Draft public emails & newsletters
- Website and facebook page management/ maintenance
- Public promotion of Orgasme

Legitimacy Officer

- Manages insurance for Board and members
- Liaison with outside professional support , as necessary
- Interface with BMORG for Event Agreements and issues of intellectual property.
- Responsible for year-end reports sent to BMORG about activities.

Matchmaking Officer (Event & Artist Liaison)

- Main contact for interfacing with Orgasme Event Board or Artists
- Ensure timely communication and response to needs of Event Boards and artists.
- Help Event Boards develop policies that maintain the Orgasme's values and financial/legal viability.