

APPENDIX A to the Director Remuneration Order

DIRECTORS ROLES

The Board will be composed of active dairy producers who have the skills and commitment to govern the organization of Dairy Farmers of New Brunswick.

A Board Member shall....

- Represent the general membership
- Participate in the development and review of the Board's strategic plan
- Participate in the development and review of the Board's governing policies
- Participate in Board meetings and contribute in discussions
- Participate on committees to which they have been appointed by the Board.
- Stay informed about Board matters
- Review agendas, minutes, and materials prior to Board meetings
- Build mutually respectful working relationships with Board members, Local Milk Committees, and producers that contribute to achieving consensus on Board decisions
- Be prepared to commit an average of 54 days per year to deal with Board business
 - 18 days of Board meetings (2 day in person every 2nd month and a 2 hour virtual meeting in other calendar months or as needed)
 - 2 days to the Annual Meeting
 - 2 days for spring and fall meetings in the local area
 - 4 days of Committee Meetings
 - 6 days attending National Committee meetings
 - 6 days of Provincial Committee Meetings
 - 10 days dedicated to various other activities
- Should be able to interpret or acquire the skills required to interpret....
 - Financial Statements, Audits, Budgeting
 - Acts, Regulations, Orders, Policies of a provincial, national and/or international scope
 - The benefits of lobbying in support of a collective marketing structure and supply management
 - The cost of producing milk, pricing to the end user, and payment to the producer

Board Chair Roles & Responsibilities

The Chair of the Board will have the responsibilities of a Board Member and will carry the additional responsibilities of....

- Organizing an effective Board by guiding the Board in...
 - developing and maintaining its strategic plan
 - developing and maintaining its governing policies
 - developing challenging Board Meeting agendas
 - conducting challenging and effective Board Meetings
 - establishing effective Board Committees
 - serving as ex officio member on Board Member committees when invited
 - informally evaluating the effectiveness of the Board of directors
 - evaluating annually the performance of the organization against its mandate
- Being the spokesperson for the organization

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- Maintaining a close professional relationship with the manager in order to maintain a balance between the Board and manager
 - discussing with the manager issues confronting the organization
 - reviewing with the manager any issues of concern to the Board
 - communicating to the manager the results of the Board's performance evaluation of the manager
- Performing other responsibilities assigned by the Board

1st Vice Chair Roles & Responsibilities

This position is typically successor to the Chair position. In addition to the responsibilities outlined in the Committee Member job description, this position will stand in for the Chair when the Chair is unavailable and performs other duties as assigned by the Board.

2nd Vice Chair Roles & Responsibilities

This position is typically successor to the 1st vice-chair position. In addition to the responsibilities outlined in the Committee Member job description, this position will stand in for the 1st vice-chair when they are unavailable and performs other duties as assigned by the Board.

Committee Chair Roles & Responsibilities

This position sets the tone for the committee work and is responsible for...

- Establishing the agenda of the meeting in conjunction with staff
- Working with the manager and any staff assigned to perform committee work
- Analyzing the issue(s) delegated to the Committee and developing option(s) for the Board to consider
- Reporting to the Board on committee's decisions/recommendations