

# **AAll Internal Regulation 4**

## **Board**

1. Only Full Members are entitled to vote (with certain restrictions relating to their specific Membership category) and be on the Board.
2. The Board will be made up of 7 people: 2 elected by the Therapists, 2 elected by the Educators, 2 elected by the Dog Support category and 1 elected by the Activity organisations.

In addition, ADI and ADEu will appoint a non-voting member of the Board for at least 5 years. This would make the Board a total of 9 people.

3. The board of directors will approve all membership applications, with the representatives from each 'category' having the right to veto a decision that relates to their specific category. Organisations whose membership is declined would have the right to appeal to an Appeals Committee within 120 days.
4. Key roles on the Board:

### **President**

- Ensure the Board and Members fulfil their governance responsibilities and are accountable for their actions
- Ensure the organisation has a clear strategic direction
- Plans the agendas and presides over Board and members meetings
- Primary liaison with any staff
- Ensures agreed program of work is expedited in a timely manner
- Ensure appropriate structures are in place(e.g. sub-committees) to ensure effective working
- Lead spokesperson for the organisation
- Facilitating change and addressing any conflict within the Board.

### **Vice President**

- Chair meetings in the absence of the President
- Supports the President as required

### **Secretary**

- Ensure that accurate minutes are taken and approved
- Circulate agenda and organise meetings
- Maintain membership records
- Ensure correct notification is given of Board and members meetings
- Management of Board correspondence
- Initial contact for member communication
- Ensure legal requirements being met
- Ensure appropriate administrative processes in place
- Manages the website

**Treasurer**

- Ensure financial processes and procedures in place
- Ensure a budget is drawn up
- Monitor budget and reports to Board and members
- Maintain bank accounts
- Oversee financial transactions
- Oversee the production of annual accounts
- Liaise with bank as required
- Chair the Finance Committee

**Board Members**

- Attend and participate in Board meetings
- Chair sub-committees as and when agreed
- Ensure the organisations meets its mission and acts in a reasonable way
- Work in the interests of the organisation and not for personal gain