

ACP DIRECTOR ROLES & RESPONSIBILITIES

Director Responsibilities

A Board Director is expected to:

- Abide by ACP's Standards of Leadership and Board Covenant:

STANDARDS OF LEADERSHIP
> Value people
> Drive best practices
> Strive for continuous improvement
> Be a good corporate citizen; behave fairly and legally
> Be open and transparent
> Meaningfully engage producers, industry, and consumers
> Be proactive, positive, and future-focused
> Actively create opportunities to improve and innovate within the industry
> Be effective and efficient

- Attend meetings and come prepared to engage and discuss
- Avoid conflicts of interest
- Respect confidentiality
- Participate and communicate
- Respect the Board's decision making role
- Build positive relationships
- Respect the role of the Executive Director
- Participate in Board and Peer Evaluations

Board Roles

Directors

The Board of the Alberta Chicken Producers is a policy Board, focusing on leadership by planning, setting policy, and delegating the implementation to the staff through the Executive Director. The following are roles within the Alberta Chicken Producers' organization to fulfill its duties.

Chair	Board Director
<ul style="list-style-type: none"> ▪ Servant of the Board ▪ Provides Leadership ▪ Fosters a Board culture of teamwork and collaboration ▪ Speaks for the Board ▪ Manages meetings/time ▪ Communicates / liaises with Executive Director ▪ Serves as spokesperson (Public Relations, Crisis Management, etc.) ▪ Facilitates/mediates Board and industry relations 	<ul style="list-style-type: none"> ▪ Regularly attends all meetings ▪ Models ACP's "Standards of Leadership" ▪ Comes prepared for meetings ▪ Upholds commitments to the Board ▪ Represents the Board's position to others (speak with one voice of the Board) ▪ Serves producers ▪ Remains Open-minded ▪ Participates in setting policy and strategic planning
Committee/Project Leader	CFC Representative
<ul style="list-style-type: none"> ▪ Understands the mandate of the Committee– becomes the 'leader' ▪ Chair (see above) of committee ▪ Reports/communicates/recommends to the Board ▪ Requests adequate resources/staff 	<ul style="list-style-type: none"> ▪ Regularly attends all meetings ▪ Adheres to the "Standards of Leadership" ▪ Knows and represents the Board's views ▪ Knows and represents CFC's and others' views

<p>Finance Lead</p> <ul style="list-style-type: none"> ▪ Audit and sign Board Director’s Expenses & Per Diems ▪ Review Quarterly Financial Statements with Staff and seek clarity ▪ Present Quarterly Financial Statements to the Board at Board Meetings ▪ Participate in the Annual Budget-setting process with Staff ▪ Present the Annual Budget to the Board for approval ▪ Present the Annual Budget to producers at Regional Meetings ▪ Present the Audited Financial Statement to producers at the AGM ▪ Make a <i>Motion</i> at the AGM for Appointment of Auditor 	<p>Promotions Lead</p> <ul style="list-style-type: none"> ▪ Review/Provide feedback to staff regarding promotional item purchases ▪ Provide staff with feedback on Special Events and Trade Shows as applicable ▪ Review/Provide feedback to staff regarding policies and procedures pertaining to: volunteers, agricultural events, promotional items, sponsorships, and advertising
<p>Producers</p> <ul style="list-style-type: none"> ▪ Regularly attend meetings ▪ Adhere to the “Standards of Leadership” ▪ Stay informed ▪ Participate effectively 	<p>Executive Director</p> <ul style="list-style-type: none"> ▪ Serves Board & Producers ▪ Chief Executive Officer (C.E.O) ▪ Implements/Administers Policy ▪ Reports to Chair ▪ Serves as Public Liaison ▪ Adheres to the “Standards of Leadership” ▪ Provides Legal/Technical Leadership ▪ Analyzes and Recommends ▪ Ensures Committee Support ▪ Administers Regulations ▪ Government Officials/Liaison – as settled by Chair
<p>Producer Representative(s)</p> <ul style="list-style-type: none"> ▪ Attend Leadership Development Programs offered by the Board; ▪ From time to time, provide input to the Board, and serve as a “sounding board” for the Board, on policies, programs, and initiatives, as requested; ▪ (Attend scheduled meetings of the Industry Advisory Committee; ▪ Attend meetings and / or events, as requested by the Board; ▪ (Attend the Regional meeting scheduled for producers in the applicable geographic area; ▪ (Attend the Annual General Meeting; ▪ As requested by the Board, provide input to the Research Committee on research priorities and proposals; and ▪ As requested by the Board, participate in and provide input to ACP Committees and initiatives. 	