



edmonton oilfield technical society
P.O. Box 4750 • EDMONTON, ALBERTA • T6E 5G6

Duties and Responsibilities of Board Members

- 1) Represent the Edmonton Oilfield Technical Society proudly and positively and promote the Society's purpose in the community.
- 2) Be well-informed about the Edmonton Oilfield Technical Society's mission, services, policies and programs.
- 3) Understand and accept legal and fiduciary responsibility and liability and assist the board in carrying out its fiduciary responsibilities.
- 4) Attend all Board meetings:
 - a) Be on time.
 - b) Become well informed (in advance) of all agenda items.
 - c) Inform the President (in advance) of items to be included on the agenda and provide written and/or verbal reports as necessary.
 - d) In an atmosphere of frank and open discussion, contribute knowledge by making constructive suggestions and by asking questions needed to clarify the discussion and/or to move the discussion to a conclusion.
- 5) Declare all known conflicts of interest.
- 6) Respect the confidentiality of Board discussions.
- 7) Serve on committees or task forces and offer to take on special assignments.
- 8) Keep up-to-date on developments in the organization's field.
- 9) Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization
- 10) Attend the Annual General Meeting of the Edmonton Oilfield Technical Society.
- 11) Represent the Edmonton Oilfield Technical Society at membership functions when requested.
- 12) Participate actively in the fund development activities of the Edmonton Oilfield Technical Society.
- 13) Chair meetings of Standing Committees, Subcommittees and Ad Hoc Committees to which you are appointed.

If you require any additional information of what is expected of a board member please contact any of the existing members listed on our website: <http://www.edmonton-ots.com/>