

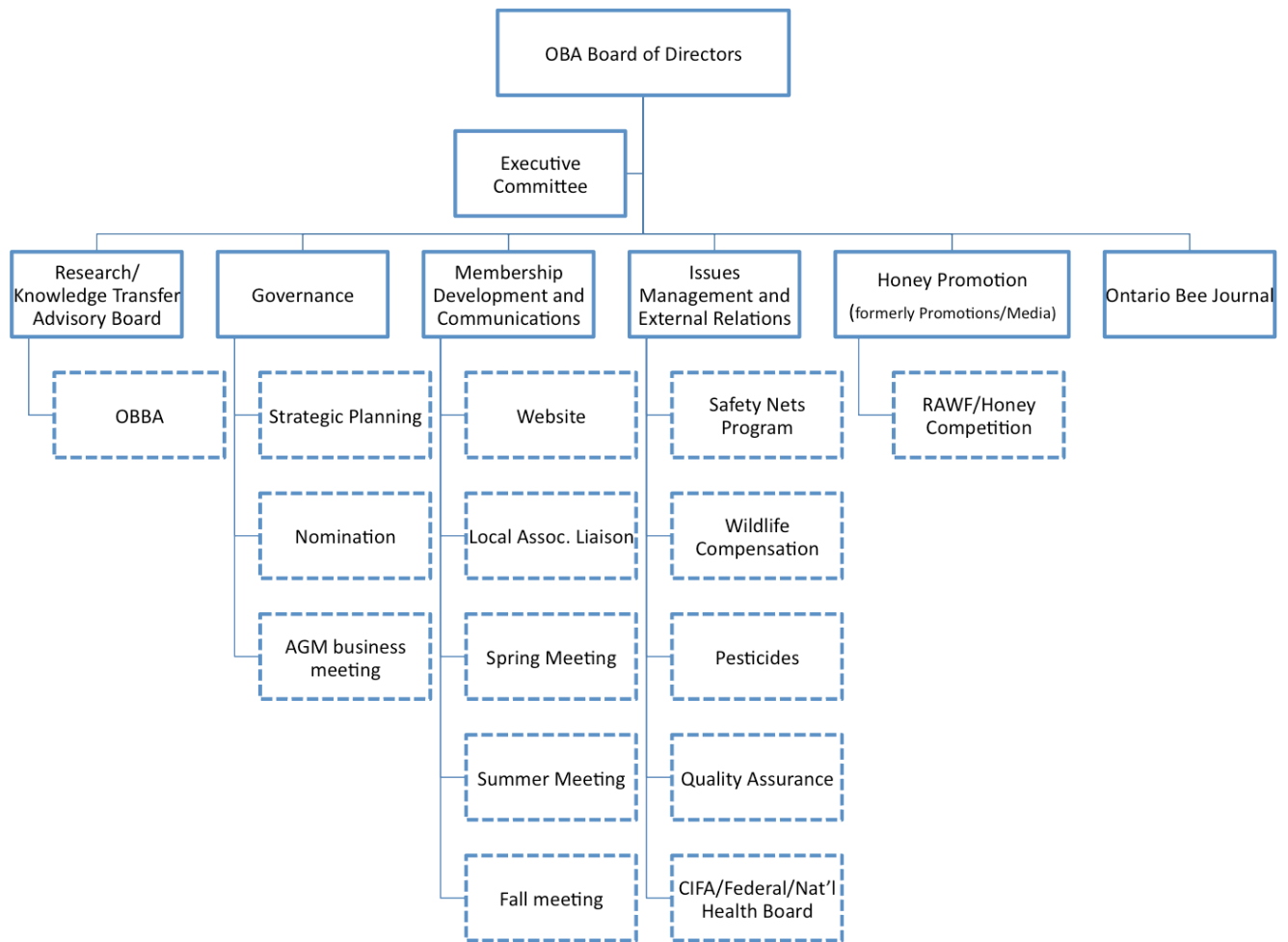


BOARD COMMITTEE STRUCTURE

CRITERIA FOR BOARD STRUCTURE

The development of the structure was guided by the following criteria:

1. Directly relate to and enable priority goals of the OBA.
2. Build on strengths of previous committees.
3. Provide clear accountability to the board through planning.
4. Enable effective communications and collaboration between committees, the board and staff.
5. Minimize bureaucracy and enable speedy response and action.
6. Encourage participation of all board member and invite member participation.
7. Support short-term assignments or sub-committees.



TERMS OF REFERENCE

EXECUTIVE COMMITTEE

Role	The Executive Committee acts on behalf of the Board of Directors between board meetings. As it is able to meet more frequently than the full Board, the Executive Committee guides many of the OBA's day to day activities in a wide range of areas, maintaining organizational focus and momentum and coordinating OBA's various endeavors between meetings of the entire board.
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Duties and Responsibilities	<ol style="list-style-type: none">1. Provide overall, ongoing policy direction to the Business Administrator.2. Authorize programs and activities that implement the vision, mission and strategic directions of the OBA.3. Monitor major programs and policy implementation to ensure compliance with the mission and strategic directions of the OBA.4. Adopt positions and policies required to be responsive between meetings of the Board of Directors.
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Membership	<p>The Executive Committee consists of up to eight members, each of whom shall be a member of the Board of Directors.</p> <ol style="list-style-type: none">1. President2. Past-President3. 1st Vice-President4. 2nd Vice-President5. Treasurer/Secretary6. CHC Delegate7. Others as required and appointed by the Board
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Accountability	This is a standing committee of the Board and reports to the Board. All decisions made on behalf of the Board shall be reported to the Board no later than the next Board meeting to be ratified by the Board as a whole.
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Resources and Staff Support	Primary staff support is provided to this committee by the Business Administrator. The committee may develop a budget related to its goals and objectives for inclusion in the annual budget, subject to board approval.
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Relationship to other committees	The Executive Committee will consult with the Chairs of any committee on issues within their mandates.
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Last reviewed	January 2013
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TERMS OF REFERENCE RESEARCH AND KNOWLEDGE TRANSFER COMMITTEE

Role	The Research and Knowledge Transfer Committee advises the board on research priorities, initiatives and teaching activities that promote the OBA's mission to support honey bee health research and to deliver practical training and information through the Tech Transfer Program.
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Duties and Responsibilities	<ol style="list-style-type: none">1. Develops goals and deliverables for the research and knowledge transfer function for integration into the strategic/annual plan.2. Provides direction to the Senior TTP Lead; oversees the development and evaluation of staff contracts.3. Determines research priorities and strategies in consultation with the beekeeping community and TTP staff.4. Provides oversight to the grant-seeking process and ensures compliance with agreements.5. Develops budgets for board approval for integration into the overall OBA budget.6. Enables and supports the work of the OBBA, OHBPA, OMADRBBP.7. Liaises and collaborates with Guelph University and others in the broader research community.
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Membership	The committee will be comprised of the President, the Provincial Apiarist, the TTP Special Projects Administrator, the TTP Lead, the Treasurer and other members as appointed by the board. The committee may develop working groups, or delegate assignments to staff or individuals who may or may not be on the committee but who will report to the committee. The President is an <i>ex-officio</i> member with full voting privileges.
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Accountability	This is a Standing Committee of the Board and reports to the Board. The committee works with a board approved financial budget. The board must approve all contracts and significant financial commitments.
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Resources and staff support	Primary staff support to this committee are: the Lead and Special Projects Administrator for TTP and the Business Administrator for the OBA. The committee may develop a budget related to its goals and objectives for inclusion in the annual budget, subject to board approval. The OBBA and other OBA Sub-Associations will have an OBA Board delegate who may be appointed Chair by the Associations.
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Relationship to other committees	GOVERNANCE: For strategic or planning issues. ISSUES MANAGEMENT: To ensure positions and strategies are consistent with evidence-based science. MEMBER DEVELOPMENT/COMMUNICATIONS: To ensure that the TTP related areas of the website are accurate, comprehensive and timely.
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Last reviewed	January 2013
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TERMS OF REFERENCE

GOVERNANCE COMMITTEE

Role	The Governance Committee leads and oversees all aspects of the OBA's governance systems, including planning, budgeting and evaluation, policies and procedures, resolutions and by-laws, nominations and board orientation and development.
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| Duties and Responsibilities | <ol style="list-style-type: none">1. Leads and coordinates the strategic and annual plans and budgets, and evaluates progress.2. Develops and reviews policies and procedures related to governance and the operations of the OBA in compliance with the by-laws, requirements of the Agricultural and Horticultural Organizations Act and good management practices.3. Ensures organizational structure and staffing levels promote effective operations.4. Ensures compliance with by-laws, regulations and policies, and recommends any required changes as appropriate to meet needs of OBA.5. Oversees Board of Directors' nomination process.6. Provides materials and orientation for new board members. |
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Membership	The committee should have at least four members, one of which shall be the OBA Treasurer, and may include expertise from the broader OBA membership. The committee may develop working groups or delegate assignments to staff or other volunteers who may or may not be on the committee but will report to this committee. The President is an <i>ex-officio</i> member with full voting privileges.
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Accountability	This is a Standing Committee of the Board and reports to the Board. The committee works within a Board-approved financial budget. The Board must approve all contracts and significant financial commitments.
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Resources and staff support	The committee may develop a budget related to its goals and objectives for inclusion in the annual budget, subject to board approval. Primary staff support for this committee is the Business Administrator as overall responsibilities permit.
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Relationship to other committees	This committee works closely with all other committees in the development of plans and the development and application of policies and procedures as well as in the evaluation of OBA progress.
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Last Reviewed	January 2013
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TERMS OF REFERENCE

MEMBERSHIP DEVELOPMENT AND COMMUNICATIONS COMMITTEE

Purpose The Membership Development and Communications Committee is the primary liaison to the membership (and potential membership). To this end it provides direction and oversight to communications (excluding OBJ) including the OBA brand, the www.ontariobee.com website, the e-newsletter, all print materials and mailings and any other communications or programming deemed relevant.

- Duties and Responsibilities**
1. Develops committee goals, deliverables and budgets for the strategic/annual plans, and monitors progress.
 2. Develops and implements a strategy for recruiting and retaining OBA members.
 3. Develops and implements a strategy for communicating with and engaging members and potential members; assesses their level of satisfaction; provides the board with information on needs of the membership.
 4. Oversees development of print and other materials, the Annual Report and other mailings as required and provided for in the budget
 5. Manages and oversees the brand and brand standards.
 6. Oversees design, construction or renewal of website.
 7. Ensures website content is comprehensive, accurate and current; coordinates the e-newsletter.
 8. Ensures a comprehensive member and potential member database.
 9. Liaises with local beekeeper associations as a whole and supports board member liaison with individual groups.
 10. Plans and oversees the design of OBA fall, spring and summer meetings to maximize knowledge transfer.
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Membership The committee should have at least four members and may include expertise from the broader OBA membership. The committee may develop working groups, or delegate work or assignments to staff or volunteers who may or may not be on the committee but will report to the committee. The President is an *ex-officio* member with full voting privileges.

Accountability This is a Standing Committee of the board and reports to the board.

Resources and staff support Primary staff support for this committee is the Business Manager as overall responsibilities permit. TTP will also provide staff who will be responsible to this committee for the research and knowledge transfer component of the website. The committee may develop a budget related to its goals and objectives for inclusion in the annual budget, subject to board approval.

Relationship to other committees OBJ COMMITTEE to create synergies with editorial content and strategy. ISSUES MANAGEMENT and the RESEARCH COMMITTEE to ensure members are kept aware of issues and activities and to inform on issues of concern to members and to participate in the development of any press releases or issue communications. HONEY PROMOTION to ensure consistent visual and branding imaging and messaging and on initiatives that relate to member services.

Last reviewed January 2013

TERMS OF REFERENCE

ISSUES MANAGEMENT AND EXTERNAL RELATIONS

Purpose	The Issues Management and External Relations Committee's purpose is early identification and strategic response to critical issues facing the beekeeping in Ontario. The committee also oversees the management of government and other key stakeholder relationships, and oversees the OBA partnership with the Canadian Honey Council.
Duties and Responsibilities	<ol style="list-style-type: none">1. Identifies emerging critical issues early and brings to attention of board.2. Develops an evolving Issues Agenda for the purpose of prioritizing OBA efforts, setting goals and outcomes and tracking our progress (e.g. pesticides, small hive beetle, changes to the Bees Act, etc.)3. Develops draft positions on issues for Board discussion and decision.4. Ensures commercial beekeepers' interests are protected through government programs (i.e. wildlife compensation safety net programs, quality assurance, etc.)5. Develops relationships with all Provincial political parties, key legislators and government departments at all levels of government.6. Represents Ontario's interests to the Canadian Honey Council, and works with them to coordinate and act on issues of national concern.7. Identifies, prioritizes and engages with key agricultural industries and organizations with which OBA has a strategic issues relationship.8. Serves as the primary liaison with industry related to the Issues Agenda and OBA positions.9. Ensures a pro-active and responsive media strategy on beekeeping issues. Provides support to OBA's primary spokesperson (the President).
Membership	The OBA President, who is the primary spokesperson for the OBA, or the 1 st Vice President will generally chair the committee. The committee should have at least four members and may include expertise from the broader OBA membership and the OBA's delegate to the CHC. The committee may develop working groups or delegate assignments to individuals who may or may not be on the committee but who will report to the committee.
Accountability	This is a Standing Committee of the board and reports to the Board. The committee works with a board approved financial budget. All public positions on critical issues as well as any contractual arrangements must be approved by the board as a whole.
Resources and staff support	Primary support for the committee is the Business Administrator or other staff as required and as overall responsibilities permit. The committee may also, from time to time, seek professional counsel to support their work, subject to the budget. The committee may develop a budget related to its goals and objectives for inclusion in the annual budget, subject to board approval.
Relationship to other committees	This committee will seek input from all BOARD MEMBERS as their deliberations require. MEMBERSHIP AND COMMUNICATIONS COMMITTEE to ensure members are kept informed of issues and to participate in the crafting of press releases or position statements. RESEARCH to ensure that positions are grounded in evidence-based science.
Last reviewed	January 2013

**TERMS OF REFERENCE
HONEY PROMOTION COMMITTEE
(Formerly Media/Promotions)**

Purpose The Honey Promotions Committee promotes appreciation, awareness and usage of Ontario honey through partnership with others, promotions and products to support Ontario's honey producers and the objectives and content of the ontariohoney.ca website.

Duties and Responsibilities

1. Develops a marketing strategy for promoting honey for the OBA strategic/annual plans.
2. Oversees the content development of the ontariohoney.ca website and ensures that it is up-to-date, accurate and that it supports the goal of promoting Ontario honey and OBA member producers.
3. Prioritizes, develops and maintains effective strategic partnerships and joint promotions with key agricultural and commodity organizations.
4. Develops mutually beneficial programs with suppliers to honey producers.
5. Develops and sells/distributes materials and products that promote 100% Ontario Honey for use by Ontario honey producers.
6. Develops other print materials as required in consultation with the Membership and Communications Committee.
7. Proactively manages media relations and outreach related to 100% Ontario Honey.
8. Liaises with the Royal Agricultural Winter Fair Honey Show.

Membership The committee should have at least four members and may include expertise from the broader OBA membership or marketing community. The committee may develop working groups or delegate assignments to staff or individuals who may or may not be on the committee but who will report to the committee. The President is an *ex-officio* member with full voting privileges.

Accountability This is a standing committee of the board and report to the board. The committee works within a board approved financial budget, however, it is anticipated that the products developed for honey producers will be revenue neutral.

Resources and staff support Primary staff support will be the Media Coordinator as long as that job is funded. Otherwise it will fall to the Business Administrator as overall responsibilities permit. The committee may develop a budget related to its goals and objectives for inclusion in the annual budget, subject to board approval.

Relationship to other committees MEMBER DEVELOPMENT/COMMUNICATIONS: To ensure branding is compliant with branding standards. To coordinate consistency and synergy between the two websites. To maximize communications to honey producers through existing channels.
ISSUES MANAGEMENT: To coordinate issues related to honey promotion.

Last reviewed January 2013

TERMS OF REFERENCE

THE ONTARIO BEEKEEPING JOURNAL (OBJ)

Purpose	The bi-monthly Ontario Bee Journal is the OBA's primary communications vehicle with members related to beekeeping news and issues and OBA activities. This committee oversees the full production of the periodical.
Duties and Responsibilities	<ol style="list-style-type: none">1. Identifies strategic issues and options for the publication and makes recommendations to the Board.2. Hires and supervises the work of the Editor to produce a bi-monthly publication for all members of the OBA.3. Oversees development of up-to-date and relevant content that supports the OBA's mission, vision and values.4. Oversees overall design to produce a consistently attractive publication and PDF for the website.5. Ensures quality control with printer.6. Manages database and works with mailing house.7. Solicits and works with advertisers.
Membership	The committee should have at least three members and may include expertise from the broader OBA membership or publishing community. The committee may develop working groups or delegate assignments to individuals who may or may not be on the committee but who will report to the committee. The President is an <i>ex-officio</i> member of the committee with full voting privileges.
Accountability	This is a standing committee of the board and reports to the board. The Committee works with a board approved budget. The board shall approve all contracts and significant financial commitments.
Resources and Staff Support	The committee is authorized to hire and supervise an Editor. In addition, the Business Administrator provides staff support as overall responsibilities permit. The committee may develop a budget related to its goals and objectives for inclusion in the annual budget, subject to board approval.
Relationship to Other Committees	MEMBERSHIP COMMITTEE AND COMMUNICATIONS: To ensure brand consistency and to create synergies with content for the website. All other committees for content.
Last Reviewed	January 2013

OFFICER POSITION DESCRIPTION

PRESIDENT

Authority and Responsibility	The President leads, oversees, and is ultimately responsible for the organization's growth and development, continuity and financial stability. The President is responsible for ensuring that the Board of Directors are aware of and fulfill their governance responsibilities and conduct board business effectively and efficiently. He/she is the primary spokesperson for the organization. In accordance with the OBA by-laws, the President may vote on any and all issues before the board and in the event of an equal vote, the President shall cast the deciding vote in addition to his original vote.
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Requirements	<ol style="list-style-type: none">1. Active OBA Board service and commitment to organization.2. Credibility within the beekeeping industry.3. Willingness to commit sufficient time and energy to manage the position.4. Management and communications capacity.
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General Duties	<ol style="list-style-type: none">1. Provides and fosters vision.2. Organizes and conducts Board and Executive Committee meetings according to accepted rules of order.3. (Generally) chairs the Issues and External Relations Committee.4. Serves as primary spokesperson for the organization to promote the OBA's purpose.5. Serves as <i>ex-officio</i> member of all committees and attends their meetings when needed.6. Encourages Board members to participate in meetings and activities and notifies board members who are not fulfilling their responsibilities.7. Keeps the board's discussions focused and on topic.8. Ensures the committees' activities are relevant to the mission and the strategic plan.9. Represents the organization by negotiating, signing and managing contracts and serving as a signing officer for cheques and other financial transactions.10. Prepares a report for the Annual General Meeting.11. Provides direction, supervises and evaluates the work of the Business Administrator.12. Upon completion of elected term, serves as Past President for two years.
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Term	The current term for President of the OBA is two years.
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Last reviewed	January 2013
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OFFICER POSITION DESCRIPTION

1st and 2nd VICE-PRESIDENTS

Authority and Responsibility	The Vice President/President Elect assists the President in fulfilling the mission of the organization, and acts in the President's place in his/her absence. The Vice President is a member of the Executive Committee. The Vice President reports to the President and to the Board.
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Requirements	<ol style="list-style-type: none">1. Active OBA Board service and commitment to organization.2. Credibility within the beekeeping industry.3. Willingness to commit sufficient time and energy to manage the position.4. Management and communications capacity.
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General Duties	<ol style="list-style-type: none">1. Understand the responsibilities of the President and be able to perform these duties by presiding in the President's absence.2. Participate as a vital part of the Board's leadership.3. Actively serve on the Executive Committee.4. Chair or participate actively on a Standing Committee.5. Represent the organization on an issue or with an organization of strategic importance.6. Assume other leadership roles as assigned by the President.
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Term	The 2 nd Vice President's term is 2 years and the 1 st Vice President's term is 2 years. Generally, the incoming President has filled both these positions for a total of 4 years prior to assuming the position.
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Last reviewed	January 2013
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OFFICER POSITION DESCRIPTION

TREASURER

(Note: Treasurer/Secretary roles are combined for 2013/14)

Authority and Responsibility	The Treasurer has primary responsibility for management and control of OBA funds related to all programs and initiatives of the OBA as well as the overall fiscal health of the organization. The Treasurer works with the Board President, the Business Manager and professional accountants to ensure that proper records are maintained and that they reflect the current financial condition of the OBA. The Treasurer reports to the Board President and the Board.
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Requirements	<ol style="list-style-type: none">1. The Treasurer must display a commitment to the OBA.2. Understand the needs of OBA programs as well as its financial and human resources.3. Understand record keeping, accounting systems, and financial reports.4. Be able to work with accountants and staff as needed.
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General Duties	<ol style="list-style-type: none">1. Attends all Board and Executive Committee meetings.2. Maintains control of all OBA funds including overall administration as well as program funds such as the Tech Transfer Program.3. Participates in preparing the budget for the entire organization.4. Ensures that accurate books and records of financial condition are maintained.5. Ensures that assets are protected and invested according to the organization policies.6. Ensures that OBA complies with corporate and statutory reporting requirements.7. Ensures that comprehensive financial reports to the Board are provided regularly and prepared in a timely and accurate manner.8. Ensures that complete records are available to the individuals preparing the annual financial statements.9. Acts as a signing officer for cheques and other documents.
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Term	The current term is one year, renewable.
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Last reviewed	January 2013
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OFFICER POSITION DESCRIPTION

BOARD SECRETARY (To be combined with Treasurer)

Note: This position is currently undesignated. However the OBA has a few options:

- 1. Combine this position with Treasurer (i.e. Secretary/Treasurer)*
- 2. Appoint a board member to oversee this responsibility as a separate officer position.*
- 3. Designate the Business Manager (who currently manages this function) as Board Secretary (unvoting).*

Authority and Responsibility	The secretary is the central focus for records for the OBA. The board secretary reports to the Board President and the Board.
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Requirements	Management experience including supervision of employees and budgets.
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General Duties	<ol style="list-style-type: none">1. Serves on the Executive Committee and the Governance Committee.2. Keeps copies of the organization's by-laws and the Board's policy statements.3. Keeps lists of officers, Board Members, committees and General Membership.4. Notifies Board Members of meetings.5. Manages the official minute book of meetings.6. Keeps records of Board attendance.7. Makes sure that there is a quorum at board meetings.8. Keeps accurate minutes of Board and Executive meetings and signs minutes to attest to their accuracy.9. Conducts and keeps records of general board correspondence.10. Records all motions and decisions at meetings.11. Files the annual return, amendments to the by-laws and other incorporating documents.12. Makes sure members are notified of General Meetings
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Term	Consistent with Treasurer
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Last reviewed	January 2013
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