



TERMS OF REFERENCE MEMBER AT LARGE

Creation Date: March 24, 2017

Revision Date: March 9, 2020

Purpose/Role:

This role operates in a supportive and collaborative manner without a permanent committee however is often called to sit on and/or chair ad hoc/temporary/standing committees. The board member at large will lead/assist on projects and initiatives as determined by the Board of Directors.

Responsibilities:

- To promote the AFP Ottawa Chapter board brand to internal/external stakeholders.
- Serves as an ambassador for the chapter.
- To enhance the overall capabilities of the Board of Directors through sharing acquired expertise and knowledge.

Membership:

- The AFP Ottawa Chapter Member at Large is an active member of the AFP Ottawa Chapter;
- The AFP Ottawa Chapter Member at Large is a member of the Board of Directors.

Accountability:

- There are no additional board members/chairs accountable to the AFP Ottawa Chapter President Elect;
- There are no committees or volunteers under this board position.

Meeting schedule and Time Commitment:

- The AFP Ottawa Chapter Member at Large is expected to attend:
 - Monthly Board of Directors meetings;
 - The Annual General Meeting (typically scheduled in May of each year);
 - The AFP Board Orientation Meeting, (typically scheduled in June of each year).

Policies: Reference AFP Ottawa Chapter by-laws

Evaluation:

The terms of reference shall be reviewed annually from the date of approval.

They may be altered to meet the current needs of all committee members, by agreement of the majority.