



Board of Directors Roles and Responsibilities

The average time commitment for each position is noted below. Board Directors are expected to attend the monthly board meeting and as many WCE events as possible.

Board of Directors Time Commitment (excluding Chair)

Monthly Board Meetings = 1.5 hours

Monthly Events = 4 hours (event planning and execution)

Board Position Responsibilities = 3 hours (Programming and Communications portfolios add 2 hours/month)

Please note, we also host fun board socials and strategy sessions which are not included in this breakdown.

Position Term

The term for all Board Director positions is two years. Directors are expected to attend and participate at monthly board meetings and take an active role in other WCE activities and events. The official term for this position is December 2026 to December 2028, however there will be a transition period starting in July 2026. We expect outgoing directors to continue for approximately 3 months past their term to help transition to the next director.

Required Experience

No previous experience is required.

Logistics

- Lead monthly board meetings
- Prepare monthly board meeting agendas, organize (schedule and secure venue) meetings, and document minutes and action items
- Procure, store and deliver WCE Calgary inventory to and from events, including: business cards, office supplies, and event decorations/printing and supplies
- Manage online file storage via Google Drive, and communications via email and Slack
- Lead the planning, communication and execution for the Annual General Meeting (AGM)
- Submit Societies Alberta documentation for changes to Directors
- Submit Annual Return and AGM Meeting minutes to Societies Alberta, along with any other required documents
- Update the WCE Calgary website for upcoming events, Job Board postings, new sponsors, and announcements
- Hire and direct the Website Committee, Logistics Committee, and volunteers helping with logistics
- Support other Portfolios as needed
- Attend monthly board meetings