



## ASSOCIATION OF EMERGENCY CARE TRAINING PROVIDERS INC

*Promoting quality in emergency care training*

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### **POSITION DESCRIPTION – BOARD MEMBER**

#### **Overview**

The Board of AECTP bears legal authority and responsibility for Association of Emergency Care Training Providers (AECTP).

#### **Responsible to**

The Board Chair, the other board members and the membership of AECTP.

#### **Functional Relationships**

Between board meetings, board members are directly responsible to the Chairperson of the Board for the carrying out of their duties; in addition, board members will work directly with the Executive Officer (EO) to achieve the objectives of the AECTP.

Board members are expected to treat all matters relating to operations as confidential to the organisation, to report directly to the Chairperson on matters relating to the Board and to approach the EO for information on matters relating to administration. Board members have the right to free access, at suitable times, to all records relating to board functioning.

Board members should not directly discuss operations of AECTP with media but should refer all enquiries to the Chairperson.

#### **Primary Objective**

To strategically plan the future development of AECTP, establish policies, and ensure that the activities/services align AECTP's vision, mission, and strategic objectives. These activities/services must also be appropriate, effective, and responsive to the evolving needs of the broader First Aid sector.

#### **Expectations of Board Members**

It is expected that board members will:

- Be committed to the mission and goals of AECTP.
- Represent AECTP in a manner consistent with its mission, goals and policies.
- Encourage group decision-making and sense of shared purpose. Decision-making will be by consensus wherever possible.
- Have skills and experience in the First Aid Sector and policy making.



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- Assist in making Board meetings productive, purposeful, and conducted with respect for all participants.

Under the [Incorporated Societies Act](#), board members (“Officers”) at all times:

1. shall act in good faith and in what he or she believes to be the best interests of the AECTP,
2. must exercise all powers for a proper purpose,
3. must not act, or agree to the association acting, in a manner that contravenes the Act or the AECTP Constitution,
4. when exercising powers or performing duties as an officer, must exercise the care and diligence that a reasonable person with the same responsibilities would exercise in the same circumstances taking into account, but without limitation:
  - a. the nature of AECTP,
  - b. the nature of the decision, and
  - c. the position of the officer and the nature of the responsibilities undertaken by him or her
5. must not agree to the activities of AECTP being carried on in a manner likely to create a substantial risk of serious loss to AECTP or to its creditors, or cause or allow the activities of AECTP to be carried on in a manner likely to create a substantial risk of serious loss to AECTP or its creditors, and
6. must not agree to AECTP incurring an obligation unless he or she believes at that time on reasonable grounds that AECTP will be able to perform the obligation when it is required to do so.

### **Key Tasks**

1. To attend and participate fully and openly in board meetings, the Annual General Meeting and any Special General Meetings
2. To prepare for board meetings by reading the minutes, agenda and other relevant papers circulated before a board meeting.
3. To raise ideas and concerns, and suggest priorities consistent with the mission and goals of AECTP.
4. To ensure all the organisation's objectives are being addressed.
5. To take an active interest in AECTP through participation in events, workshops and subcommittees.
6. To be aware of and understand the rules and policies of AECTP.
7. To respect, provide support and regular feedback for new and existing members of the Board of AECTP.



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**Resources**

The Chairperson, Deputy Chairperson, the board members and the EO are available for advice and assistance.

The EO will provide administrative support.

**Time Commitment**

Approximately up to 10 hours per month, including Board meetings.