

**APPENDIX A**  
**of the DIRECTOR REMUNERATION ORDER**  
**DIRECTORS' ROLES AND RESPONSIBILITIES**

The Board will be composed of active dairy producers who have the skills and commitment to govern the organization of Dairy Farmers of New Brunswick.

**A Board Member shall....**

- Represent the general membership
- Participate in the development and review of the Board's strategic plan
- Participate in the development and review of the Board's governing policies
- Participate in Board meetings and contribute in discussions
- Participate on committees to which the Board has appointed him
- Stay informed about Board matters
- Review agendas, minutes, and materials prior to Board meetings
- Build mutually respectful working relationships with Board members, Local Milk Committees, and producers that contribute to achieving consensus on Board decisions
- Be prepared to commit an average of 54 days per year to deal with Board business
  - 24 days of Board meetings (2 days per month)
  - 2 days to the Annual Meeting
  - 2 days for spring and fall meetings in the local area
  - 4 days of Committee Meetings
  - 6 days attending National Committee meetings
  - 6 days of Provincial Committee Meetings
  - 10 days dedicated to various other activities
  - 2 to 3 Conference calls
- Should be able to interpret or acquire the skills required to interpret...
  - Financial Statements, Audits, Budgeting
  - Acts, Regulations, Orders, Policies of a provincial, national and/or international scope
  - The benefits of lobbying in support of a collective marketing structure and supply management
  - The cost of producing milk, pricing to the end user, and payment to the producer

**APPENDIX A**  
**of the DIRECTOR REMUNERATION ORDER**  
**DIRECTORS' ROLES AND RESPONSIBILITIES**

**Board Chair Roles & Responsibilities**

The Chairman of the Board will have the responsibilities of a Board Member and will carry the additional responsibilities of...

- Organizing an effective Board by guiding the Board in...
  - developing and maintaining its strategic plan
  - developing and maintaining its governing policies
  - developing challenging Board Meeting agendas
  - conducting challenging and effective Board Meetings
  - establishing effective Board Committees
  - serving as ex officio member on Board Member committees when invited
  - informally evaluating the effectiveness of the Board of directors
  - evaluating annually the performance of the organization against its mandate
- Being the spokesperson for the organization
- Maintaining a close professional relationship with the manager in order to maintain a balance between the Board and manager
  - discussing with the manager issues confronting the organization
  - reviewing with the manager any issues of concern to the Board
  - communicating to the manager the results of the Board's performance evaluation of the manager
- Performing other responsibilities assigned by the Board

**Vice Chair Roles & Responsibilities**

This position is typically successor to the Chair position. In addition to the responsibilities outlined in the Committee Member job description, this position:

- Performs Chair responsibilities when the Chair cannot be available
- Reports to the Board's Chair and the Board of Directors
- Works closely with the Chair and the manager
- Communicates to the manager the results of the Board's performance evaluation of the manager
- Performs other responsibilities as assigned by the Board

**Committee Chair Roles & Responsibilities**

This position sets the tone for the committee work and is responsible for...

- Establishing the agenda of the meeting in conjunction with staff
- Working with the manager and any staff assigned to perform committee work
- Analyzing the issue(s) delegated to the Committee and developing option(s) for the Board to consider
- Reporting to the Board on committee's decisions/recommendations