

Terms of Reference: Administrator of the Board

DATE OF EFFECT: 11-26-2025

LAST REVISED: 11-26-2025

PURPOSE & SCOPE

The Administrator of the Board is responsible for ensuring the smooth administration of Board activities, maintaining accurate records, and ensuring that the organization complies with relevant legal and governance requirements. The Administrator plays a key role in supporting the Board by overseeing the documentation of meetings, ensuring effective communication, and maintaining key organizational records.

The Administrator ensures that all necessary records are maintained, providing continuity in the organization's governance, and acts as a point of reference for the Board members.

KEY RESPONSIBILITIES

- Board Meeting Documentation:
 - Take or oversee the taking of minutes for all Board meetings, ensuring accurate and complete records are maintained for all meetings and official actions.
 - Ensure that meeting minutes accurately reflect key decisions, discussions, motions, and outcomes, and are distributed to Board members in a timely manner.
 - Work with the Chair and other Board members to ensure meeting agendas are prepared, circulated, and adhered to.
 - Ensure that any follow-up actions from meetings are tracked and reported on.
- Governance and Compliance:
 - Ensure RAAH's governance framework is properly documented and all Board members have access to relevant policies, bylaws, and other documents (e.g., RAAH Code of Ethics, Artist Registration/Onboarding guidelines).
 - Ensure the Board complies with its legal and regulatory obligations, including those related to governance and record-keeping for a non-profit organization.
 - Maintain up-to-date records of Board members, including contact information, terms of office, and any potential conflicts of interest.
 - Ensure the Board is properly constituted and all members are aware of their roles and responsibilities.
- Communication and Correspondence:
 - Ensure all formal communications of the Board are documented and distributed as appropriate.
 - Act as the point of contact for official correspondence related to Board matters, responding or redirecting inquiries as necessary.
 - Assist in the preparation and distribution of annual reports, Board updates, and other relevant communications to stakeholders, ensuring important organizational messages are shared clearly and effectively.
- Support to the Chair and Board Members:
 - Provide administrative support to the Chair and other Board members, assisting with scheduling, preparing meeting materials, and providing guidance on governance practices.

- Support to the Chair and Board Members:
 - Act as a liaison between the Board and any external parties, including providing the public or other stakeholders with information when required and ensuring communication channels are clear.
 - Support the Chair in preparing Board meetings and ensuring necessary documentation is available and accessible to Board members before meetings.
- Document Storage and Record-Keeping:
 - Oversee the safe storage and management of important organizational documents, including minutes, policies, financial records, and legal documents.
 - Ensure Board records are organized, easily accessible, and stored securely, with retention and disposal protocols in place.
 - Ensure RAAH adheres to any applicable legal or regulatory requirements related to record-keeping and document retention.
- Support Board Development and Orientation:
 - Assist in the orientation of new Board members by ensuring they have access to necessary documentation, understand governance processes, and become familiar with the Board's responsibilities.
 - Help facilitate ongoing training and development for Board members as necessary, ensuring Board members are kept informed of best practices in governance.
- Annual General Meeting (AGM) Support:
 - Assist in the preparation and coordination of RAAH's Annual General Meeting (AGM), including preparing and distributing meeting materials, recording minutes, and managing follow-up actions.
 - Ensure the AGM is conducted according to RAAH's bylaws, providing administrative support to the Chair and Board as needed.

QUALIFICATIONS AND SKILLS

- Strong organizational and administrative skills, with meticulous attention to detail and a commitment to accuracy.
- Excellent written and verbal communication skills, including the ability to take clear and concise meeting minutes.
- A solid understanding of governance processes and non-profit management is an asset but not required.
- Experience or willingness to learn about Board roles, bylaws, policies, and legal requirements for non-profit organizations.
- Ability to work collaboratively and supportively with the Chair, Board members, and other stakeholders.
- A strong commitment to RAAH's mission and values, with a focus on inclusivity, transparency, and accountability.

MEETINGS

- The Administrator will attend all regular Board meetings, which will be held at least quarterly.
- The Administrator will assist in the preparation of agendas, the taking of minutes, and the distribution of materials for Board meetings.
- The Administrator will also attend the Annual General Meeting (AGM) and any other special meetings that may be called by the Board.

TERMS OF OFFICE

- The Administrator shall serve a term of 1 year, with the possibility of reappointment for subsequent terms as determined by the Board.
- The Administrator's term may be extended based on the needs of the organization and the Administrator's performance.

AUTHORITY AND REPORTING

- The Administrator has the authority to ensure that the Board's meeting records, official documentation, and other key materials are maintained and available to Board members as needed.
- The Administrator will report to the Board, providing updates on governance and record-keeping activities.
- The Administrator will work collaboratively with the Chair and other Board members to ensure the organization's governance is transparent and effective.