**AQUA Legacy**

Not-for-profit Association

Address: 19 Av. Gabriele D’Annunzio, 33600 Pessac, France

**Roles and responsibilities of Board Members**

The purpose of the AQUA Legacy association is to innovate, understand and promote climate adaptation solutions to protect our cultural and natural heritage from extreme hydrological events. It has a vision of a future where our water resources are resilient to climate change and where our cultural heritage is protected.

**AQUA Legacy** will implement all necessary means to research, understand and promote traditional and innovative climate adaptation technologies to protect our tangible, intangible and natural cultural heritage against extreme water-related events.

**AQUA Legacy** will provide the following activities: study, research and analysis activities, as well as assessment and consulting activities to fulfill these missions of climate adaptation and protection of our heritage.

**AQUA Legacy** aspires to create a lasting impact to the protection and sustainability of cultural heritage in the face of hydroclimatic extremes. AQUA Legacy will promote the adoption of innovative practices for the protection of cultural heritage against hydroclimatic events, and foster engagement with local communities to ensure that solutions are culturally sensitive and sustainable.

1. **Expectations of non-executive Board members:**
2. **Compensation**: There is no salary or compensation for Board Members, other than travel expenses.
3. **Travel expenses**: In the event of meetings in person, expenses will be reimbursed, provided that they are agreed in advance.
4. **Confidentiality:** Board decisions must be kept confidential.
5. **Participation:** Board members are expected to attend at least two Board Meetings per annum, and to be prepared for these board meetings through reading materials. In case of three consecutive non-attendance without justification, the Board member will be considered as resigned.
6. **Sub-Tasks:** Board members may be asked to join a sub-board task team on specific issues from time to time.
7. **Strategy:** Board members are expected to guide and give recommendations and advice about the strategy and future orientation of AQUA Legacy. Part of this strategy includes calls for tender or calls for proposals that the Board has knowledge about.
8. **Fundraising**: Assists with fundraising efforts, leveraging personal and professional networks to support the organization’s financial needs.
9. **Ethics and Conflicts of interest:** Board members are expected to follow ethical guidelines and declare any conflict of interest. Adherence to organizational policies, bylaws, and legal requirements.
10. **Role of the President**
11. **Leadership and Governance**: Provides leadership to the board, ensuring that board meetings run smoothly and remain focused on the mission and goals of the organization.
12. **Meeting Management**: Presides over board meetings, setting agendas in collaboration with the CEO or executive director, and ensuring meetings are productive and efficient.
13. **Strategic Planning**: Plays a key role in the development and implementation of the organization’s strategic plan, ensuring alignment with the mission and vision.
14. **Board Development**: Oversees the recruitment, training, and development of board members, ensuring the board is diverse and has the skills needed to govern effectively.
15. **Committee Oversight**: May serve as an ex-officio member of all board committees and work closely with committee chairs to coordinate the board’s work.
16. **Stakeholder Engagement**: Acts as the primary spokesperson for the board, representing the organization in the community, with stakeholders, and in fundraising activities.
17. **Evaluation**: Leads the performance evaluation of the CEO or executive director and works with the board to ensure effective governance practices.
18. **Role of the Secretary**
19. **Record Keeping**: Maintains accurate records of board meetings, including minutes, attendance, and actions taken.
20. **Legal Compliance**: Ensures that the organization complies with legal requirements, including filing necessary documents with regulatory agencies.
21. **Communication**: Manages board and AGM communications, including distributing meeting agendas, minutes, and other relevant documents to members.
22. **Documentation**: Oversees the organization and safekeeping of important documents such as bylaws, policies, and board resolutions.
23. **Meeting Preparation**: Assists in the preparation of meeting agendas in collaboration with the President and other board members.
24. **Role of the Treasurer**
25. **Financial Oversight**: Monitors the financial health of the organization, ensuring that financial records are accurate and up to date.
26. **Budgeting**: Leads the development of the annual budget and monitors actual financial performance against the budget throughout the year.
27. **Reporting**: Provides regular financial reports to the board, highlighting key financial metrics and any areas of concern.
28. **Compliance**: Ensures that the organization complies with financial regulations and tax obligations.
29. **Audit**: Works with external auditors during the annual audit process and addresses any audit findings or recommendations.
30. **Financial Strategy**: Advises the board on financial strategy, investments, and fundraising activities to ensure the organization’s long-term financial sustainability.
31. **Role of Ordinary Members**
32. **Participation:** To participate in the Annual General Meeting (online), contributing to discussions and decision-making processes.
33. **Committee Work**: To serve on committees or task forces as appropriate, contributing to specific projects or areas of focus within the organization.
34. **Advocacy**: Represents the organization within the community, advocating for its mission and goals.
35. **Evaluation**: Participates in the evaluation of the board’s performance and the performance of the CEO or executive director.
36. **Compliance**: Ensures adherence to organizational policies, bylaws, and legal requirements.