



## Board Director Role Description

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### ***Authority***

The Board of Directors is the legal authority for Skate Canada: Alberta-NWT/Nunavut. As a member of the Board, a Director acts in a position of trust for the membership and is responsible for the effective governance of the organization.

### ***Commitments of a Board Member***

- Committed to Skate Canada and the Section's vision and goals
- Attends and participates in Board meetings and the Annual General Meeting, including reviewing materials, preparing reports and other documents and providing suggestions/feedback
- Serve on committees and/or takes on projects as required
- Supports and participates in fundraising and other special events as required
- Acts at all times in the best interest of stakeholders and promotes the work of the organization

### ***Role Summary***

The Board has three distinct roles. These roles are direction setting, strategic planning, monitoring performance against the set direction. The Board also will ensure prompt corrective action when needed. The Board will determine and monitor the vision and values of the Section to ensure alignment with Skate Canada.

The Board is responsible for the hiring and evaluation of the Executive Director who is responsible for the operations of the Section.

Development of policies that provide direction are included in the responsibilities of the Board. The Board of Directors ensures that all activities completed within and on behalf of the Section are done in accordance with the law and governing bodies/agencies. All Board Directors are informed on governance matters and participate in the Board's deliberations and decisions.

### ***Term of Office and Time Commitment***

Directors on the Skate Canada: Alberta-NWT/Nunavut Board of Directors are elected for a two-year term by the membership at the Annual General Meeting. The time commitment is approximately two to seven hours per week with the busiest time being September through April. Board members are expected to participate in:

- 2-5 in-person meetings per year

- Conference call meetings (1 to 2 hours each with a minimum of 3 times per year)
- 12 to 16 hours per month reading, researching, writing, preparing

### ***Required Skills and Experience***

Directors must have the following skills and experience:

- Must be or become a Skate Canada: Alberta-NWT/Nunavut Member in Good Standing
- Previous not-for-profit board experience is an asset, particularly in one or more areas of board governance, strategic planning, policy, finance
- Strong communication, interpersonal and organizational skills
- Skill as a team player
- Integrity, openness and honesty
- Professionalism
- Basic computer skills (word processing, internet, e-mail, spreadsheets)

The following are considered assets:

- Experience in any capacity in a Skate Canada club or skating school or in a Region of the Section
- Previous leadership or public relations experience

### ***Responsibilities***

#### **Responsibilities as a member of the Board of Directors:**

- Serve and represent the interests of Skate Canada: Alberta-NWT/Nunavut Section (Section)
- Report to the Chair of the Section
- Research, listen, write, remain informed of current policies, directions, advancements of Skate Canada and the Section
- Attend Board meetings and activities
- Prepare for Board meetings by reading, researching and understanding the agenda package prior to the meeting
- Participate as a member or chair a Board committee (Finance and Risk Management, Membership Relations and Governance) or a working group
- Participate in the development of Skate Canada: Alberta-NWT/Nunavut's strategic plan and annual review
- Regularly assess the environment within which the Section operates in order to effectively contribute to the development of the strategic direction, plans and monitoring of outcomes
- Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and/or the Executive Director
- Review and approve Skate Canada: Alberta-NWT/Nunavut's budget
- Participate in the review of quarterly and annual financial results and ensure, through the oversight of the Finance and Risk Management Committee, the reports are accurate and in accordance with accepted accounting principles

- Support all decisions of the Board of Directors, creating a unified voice
- Refrain from intruding on administrative issues related to the operational management of the Section, except to monitor results and prohibit methods that conflict with Board policy. The Board establishes policy and the Executive Director (ED) is responsible for the operational tasks required to implement policy
- At least annually, evaluate the performance of the ED
- Review and set compensation in accordance with performance
- Participate in Board self-evaluation programs and Board development educational events to enhance Board Member skills
- Review the Bylaws of Skate Canada: Alberta-NWT/Nunavut and recommend changes as required
- Recommend Skate Canada rule amendments, as deemed necessary
- Represent the Section in a positive and supportive manner
- Maintain a high level of personal integrity and ethical conduct
- Assist in developing and maintaining positive relations among the Board, committees, staff members and the membership
- Address issues with other Board members directly and professionally, obtaining the assistance of the ED or the Chair of the Board of Directors as required
- Avoid any conflicts of interest that may arise and declare all conflict of interest to the Board
- Maintain confidentiality regarding internal discussions of the Board and information presented at meetings
- Support fundraising activities and social events as required
- Assist, when in attendance, at major events of Skate Canada: Alberta-NWT/Nunavut. Demonstrate support for skaters, sponsors and event management

#### **Responsibilities and authority as Chair of the Board:**

- Provide leadership for the governance responsibilities of the Board of Directors
- Ensure that the Board is operating at a policy governance level as defined in the Governance Charter
- Appoint chairs of the Board Committees
- Call and arrange meetings of the Board
- Develop agendas for meetings with input from Board Members and the ED and prepare, review, approve, distribute meeting minutes and other necessary documentation with the assistance of the Staff resource
- Chair Board meetings in accordance with the Section Meeting Procedures
- Ensure that sufficient time is provided to discuss and reflect on issues
- Monitor Board member attendance and performance at meetings
- Ensure, together with the Governance Committee, that the performance of the Board and Board Committees are assessed on a regular basis
- Maintain contact with Committee Chairs, helping them to stay on track and monitoring whether

support is required

- Facilitate a positive Board culture, among Directors as well as between the Board and the ED
- Work closely with the ED and ensure that the ED has information required to understand and implement the Board's direction
- Monitor and evaluate the performance of the ED, in coordination with the Governance Committee
- Help guide and mediate Board actions with respect to organizational priorities and governance obligations
- Serve as the official spokesperson of the Board to outside parties either by announcing Board stated positions or in stating Chair decisions and interpretations
- Serve as a member of the Skate Canada Sections Coordinating Committee
- Perform other responsibilities assigned by the Board

The authority of the Chair consists only in making decisions on behalf of the Board, which fall within and are consistent with the Chair's role and responsibilities and maintain the desired Board-ED relationship. The Chair has no authority to make decisions outside the parameters defined by the Board.

**Responsibilities as Chair of a Committee:**

- Review the Committee Terms of Reference and mandate as outlined by the Board
- Assist with the selection process of members to the Committee
- Call and conduct at least three meetings per year
- Develop agendas for meetings with input from Committee members and prepares, reviews, approves, distributes meeting minutes and other necessary documentation with the assistance of the staff resource
- Conduct the meeting according to the Section Meeting Procedures and ensure participation by Committee members
- In consultation with the Committee members, develop and implement an annual plan to accomplish the objectives and Terms of Reference of the Committee
- Delegate appropriate tasks to individual Committee members or groups of members
- Evaluate the effectiveness of the Committee's decision-making process and the effectiveness of Committee members and deal with any issues or concerns as required
- Present any Committee issues, concerns and recommendations on governance-related matters to the Board for its approval and/or direction
- Report on the Committee's progress to the Board of Directors

Board Committees are established to assist and enhance the Board's ability to carry out its responsibilities. The Board maintains responsibility for all decisions and activities of its Committees.

Approved by the Board: January 2017