



## Board Member Job Descriptions

### Authority and Responsibility

The Board of Directors is the legal authority for Racquetball Canada. As a member of the Board a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

### Requirements

Requirements of Board membership include:

1. Commitment to the work of the organization.
2. Knowledge and skills in one or more areas of Board governance; policy, finance, programs, personnel and advocacy.
3. Willingness to support advocacy initiatives.
4. Attendance at 80% of Board meetings.
5. Attendance at Annual General Meetings (travel likely required)
6. Support of special events.
7. Support of, and participation in, fundraising events.

### Term

Elected Positions:

- Directors are elected by the membership at the Annual General Meeting, with the exception of 2019 where elections are held at a special meeting of the membership September 23, 2019.
- Directors serve for a two-year term in a specific position, with the exception of those elected to a one-year term in September 2019.
- Directors may be released at the end of the elected term, by resigning, or according to Racquetball Canada's bylaws.

### General Duties

A Director is fully informed on organizational matters and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.

The Director must:

1. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and senior staff.
2. Monitor all Board policies.
3. Review the bylaws and policies. Review the Board's structure and prepare necessary bylaw amendments for review and approval by the membership.



4. Participate in the development of Racquetball Canada's organizational plan and annual review.
5. Approve Racquetball Canada's budget.
6. Approve the hiring and release of the executive director, including the executive director's employment contract, based on the recommendation of the elected group.
7. Support and participate in evaluating the executive director.
8. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance Racquetball Canada's mission.

### **Evaluation**

A Director's performance is evaluated annually based on the performance of assigned Board requirements and duties.



## **Position: PRESIDENT**

### **Authority and Responsibility**

The Board of Directors is the legal authority for Racquetball Canada. The President of the Board acts in a position of trust for the community and is responsible for the effective governance of the organization.

### **Requirements**

Requirements of Board membership include:

1. Commitment to the work of the organization.
2. Knowledge and skills in one or more areas of Board governance; policy, finance, programs, personnel and advocacy.
3. Willingness to serve on committees and support advocacy initiatives.
4. Attendance at 80% of Board meetings.
5. Attendance at meetings of assigned committees.
6. Attendance at Annual General Meetings.
7. Support of special events.
8. Support of, and participation in, fundraising events.

### **General Duties**

The President is fully informed on organizational matters and facilitates the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.

The President must:

1. Provide leadership to the Board of Directors.
2. Provide leadership and direction for Board development of the strategic plan.
3. Make sure the Board adheres to its bylaws and constitution.
4. Ensure the organization has effective policies and procedures to operate effectively and efficiently.
5. Prepare the Board's agenda with input from Board Members and the Executive Director.
6. Chair meetings of the Board.
7. Encourage Board Members to participate in meetings and activities.
8. Keep the Board's discussion on topic by summarizing issues.
9. Keep the Board's activities focused on the organization's mission.
10. Chair meetings of the elected group.
11. Ensure the elected group staffs the Executive Director's position and performs annual performance review of the same.



12. Ensures that committee chairpersons are appointed.
13. Orient Board Members and committee chairpersons to the Board.
14. Serve as ex officio member of committees and attends their meetings when needed.
15. Ensures there is a process to evaluate the effectiveness of Board Members, using measurable criteria.
16. Recognize Board Members' contributions to the Board's work.
17. Act as one of the signing officers for cheques and other documents, such as contracts and grant applications.
18. Play a leading role in supporting fundraising activities.
19. Promote the organization's purpose in the community and to the media.
20. Provide governance liaison between different partners.
21. Prepare a report for the Annual General Meeting.
22. Ensure no direct role in carrying out programs and services.
23. Responsible for ensuring board members adhere to the established Code of Conduct and for any necessary disciplinary measures required.
24. Act as the contact for all grievances or complaints from internal or external sources.
25. Ensure Board Members remain in their governance role. Paid staff and service volunteers implement and manage program and services.
26. Notify Board members of upcoming meetings.
27. Orient the new President.

### **Review Date and Approval Date**

The Board annually reviews the President's Job Description and recommends and implements changes presented to the Board.

Approval Date: Subject to approval in August 2019

Review Date:



## **Position: VICE PRESIDENT**

### **Authority and Responsibility**

The Board of Directors is the legal authority for Racquetball Canada. As a member of the Board a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

### **Requirements**

Requirements of Board membership include:

1. Commitment to the work of the organization.
2. Knowledge and skills in one or more areas of Board governance; policy, finance, programs, personnel and advocacy.
3. Willingness to serve on committees and support advocacy initiatives.
4. Attendance at 80% of Board meetings.
5. Attendance at meetings of assigned committees.
6. Attendance at Annual General Meetings.
7. Support of special events.
8. Support of, and participation in, fundraising events.

### **General Duties**

The Vice President is fully informed on organizational matters and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.

The Vice-President must:

1. Act in the absence of the President in regard to all duties and responsibilities.
2. Learns the duties of the President and keeps informed on key issues.
3. Works closely as consultant and advisor to the President.
4. Prepares to serve a future term as President.
5. Chairs at least one major committee.
6. Acts as a signing officer for cheques and other documents.
7. Authorizes President's expenditures.
8. Orients the new Vice-President.

### **Review Date and Approval Date**

The Board annually reviews the Vice President's Job Description and recommends and implements changes presented to the Board.

Approval Date: Subject to approval August 2019

Review Date:



## **Position: DIRECTOR OF FINANCE**

### **Authority and Responsibility**

The Board of Directors is the legal authority for Racquetball Canada. As a member of the Board a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

### **Requirements**

Requirements of Board membership include:

1. Commitment to the work of the organization.
2. Knowledge and skills in one or more areas of Board governance; policy, finance, programs, personnel and advocacy.
3. Willingness to serve on committees and support advocacy initiatives.
4. Attendance at 80% of Board meetings.
5. Attendance at meetings of assigned committees.
6. Attendance at Annual General Meetings.
7. Support of special events.
8. Support of, and participation in, fundraising events.

### **General Duties**

The Director of Finance is fully informed on organizational matters and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.

The Director of Finance must:

1. Give regular reports to the Board on the financial state of the organization.
2. Keep financial reports on file.
3. Act as signing officer, with another officer or Executive Director for cheques and other documents.
4. Work with the Financial Administrator to oversee the financial functioning of the organization and provide reports for the board. The Director of Finance will oversee an independent audit from an outside accounting firm.
5. Work with the Financial Administrator to ensure that accurate accounts of Board receipts and disbursements for Board-related expenditures are recorded.
6. Speak for the budget in partnership with the Executive Director.
7. Work with the Financial Administrator to ensure sure all necessary financial reports are filed.



8. Ensure policies and processes for financial accountability including evaluation are in place and followed.
9. The Director of Finance is responsible for arranging payment of board expenses through the Financial Administrator.
10. Ensure the duties of the Director of Finance do not interfere with the Executive Director's financial accountability to the board.
11. Orient the new Director of Finance.

#### **Review Date and Approval Date**

The Board annually reviews the Treasurer's Job Description and recommends and implements changes presented to the Board.

Approval Date: Subject to approval August 2019

Review Date: