

Job Description: Board Director

Time commitment: Five plus hours (5+) per month (meetings, preparation, consultation)

Authority: Individual board members have no authority to approve actions by the Association, to direct staff, or to speak on behalf for the Association, unless given such authority by the board.

Term: 3 years, appointed or elected annually at the Annual General Meeting

Reports to: The Board of Directors (the “**Board**”)

Accountability

The Board is accountable for the Association’s performance in relation to its mission and strategic objectives and for the effective stewardship of financial and human resources. Major stakeholders include, among others, AthletesCAN (the “**Organization**”) members, the broader national team community, funders, Sports Canada.

Responsibility

- Members of the Board are obligated to act in the best interest of the Organization and its community through informed decision-making, a broad knowledge and an inclusive perspective.

General Duties

- All Directors are expected to be fully informed on matters relating to the Organization and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy;
- Prepare for and attend Board meetings (including reviewing of all documentation prior to the meetings, presenting updates on current projects, participating in discussion of agenda items etc.);
- Work as a team member and support board decisions;
- Participate in the review of the Organization’s mission and objectives and the development of a strategic plan;
- Demonstrate loyalty, commitment and fiduciary responsibility to the Organization;
- Monitor the performance of the Organization in relation to objectives and core values;
- Be assured that the Board and its committees are adequately and currently informed - through reports and other methods - of the condition of the Organization and its operations;
- Be assured that reports properly reflect the operating results and financial condition of the Organization;
- Ascertain that management has established appropriate policies to define and identify conflicts of interest throughout the Organization, and is diligently administering and enforcing those policies;
- Appoint independent auditors subject to approval by members;
- Make certain there are proper internal controls within the Organization;
- Approve the budget and monitor financial performance of the Organization;
- Abide by the by-laws, code of conduct and other policies that apply to the Board;
- Establish, review and monitor policies that guide core operational practices (eg. financial management, human resource management);



- Participate in fundraising activities of the Organization;
- Accept fiduciary responsibility for the Association as per Bylaws;
- Participate in hiring and releasing of the AthletesCAN Staff (Manger of Athlete Relations and Operations and the Manager of Communications and Sport Partnerships);
- Participate in the evaluation of the AthletesCAN Staff;
- Participate in the recruitment of new board members;
- Participate in the evaluation of the Board;
- Participate in committee work;
- Attend and participate in the Organization's Annual General Meeting; and
- Keep informed about issues relevant to the mission and objectives of the Organization.

Qualifications

- Knowledge of the community
- Commitment to Organization's mission and strategic directions
- A commitment of time
- Openness to learning

Role of the Board Directors

Members must:

- Be prepared to contribute their time, money and other resources. Directors should be prepared to contribute financially to the work of the organization or find individuals who are willing to contribute. In addition, directors should willingly contribute their expertise (e.g. marketing, lobbying, accounting, legal, etc.) to further the aims of the Organization;
- Participate fully on board committees as assigned. This includes attending meetings, reading relevant documents, and being prepared to discuss relevant issues;
- Recruit, hire, and monitor the work of the Manger of Athlete Relations and Operations and the Manager of Communications and Sport Partnerships. The AthletesCAN staff are the employees of the Organization and as such are required to implement policy;
- Advocate on behalf of the Organization – directors must be prepared to promote the views of the Organization in order to secure funding, legislation and other support for the Organization;
- Ensure compliance with regulations and accrediting bodies;
- Approve the annual budget;
- Report to the President of the Board of Directors;
- Keep discussions and reports confidential;
- Provide input into the strategic plan and monitor the organization's progress towards achieving established goals; and
- Participate in any way that is helpful to the advancement of the organization.

