

## **Board Role Descriptions**

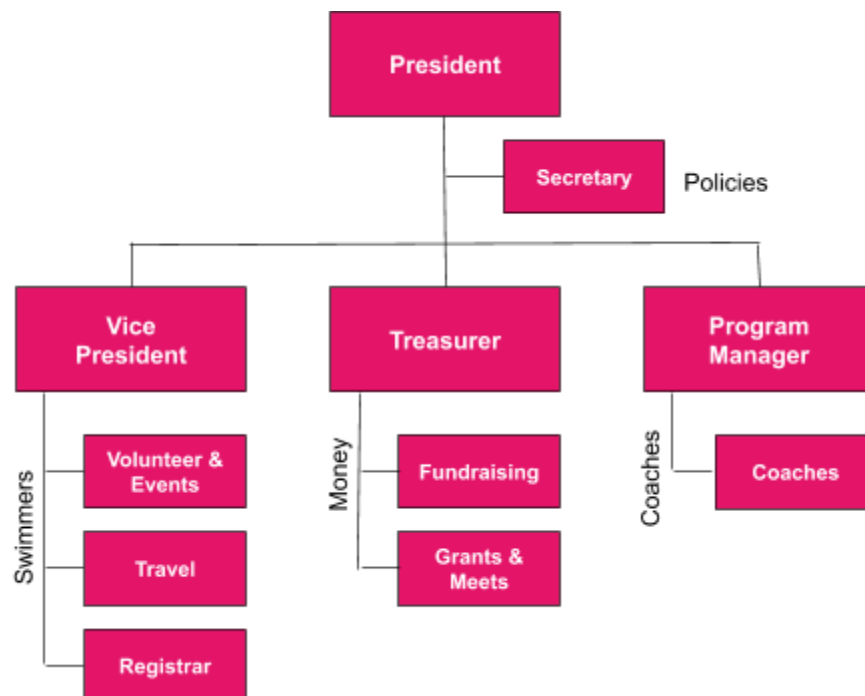
<b>Board of Directors - Structure</b>	<b>3</b>
Board General Requirements	4
Board General Duties	4
<b>President Role Description</b>	<b>5</b>
Board Meetings	5
Financial Operations	5
Community Engagement	5
Club Operations	6
<b>Vice-President Role Description</b>	<b>7</b>
<b>Secretary Role Description</b>	<b>8</b>
Governance	8
General Meetings	8
Board Meetings	8
<b>Treasurer Role Description</b>	<b>10</b>
<b>Volunteer and Events Director Role Description</b>	<b>11</b>
<b>Registration Director Role Description</b>	<b>12</b>
<b>Grants and Meets Director Role Description</b>	<b>13</b>
Grants	13
Meets	13
<b>Fundraising Director Role Description</b>	<b>14</b>
<b>Travel Director Roles</b>	<b>15</b>
<b>Past President Role Description</b>	<b>17</b>

## Board of Directors - Structure

The Board of Directors has built out an high level org-structure based on the named roles within bylaws, coupled with the key Director portfolios that we look to fill each year.

- **President:** Responsible for overall club operations, ensuring each of the teams has what they need to be successful.
- **Vice-President:** Responsible for the portfolio's related to swimmers and their families.
- **Treasurer:** Responsible for the portfolio's oriented around revenue and cash management for the club.
- **Secretary:** Ensures the club is accountable to its policies, and meets it's external governance obligations.

In addition to the board roles, the Program Manager reports to the President, and is responsible for the programming run by the club.



The purpose of this structure is to ensure that the Board of Directors as a whole does not impede on the day-to-day management of the club.

## **Board General Requirements**

- Commitment to the work of the organization.
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy.
- Willingness to serve on committees.
- Attendance at (usually) monthly Board meetings.
- Attendance at meetings of assigned committees.
- Attendance at Annual General Meetings
- Support of, and participation in, special events such as parent meeting.

## **Board 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.
- Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and senior staff.
- Monitor all Board policies.
- Review the bylaws and policy manual, and recommend bylaw changes to the membership.
- Review the Board's structure, approve changes, and prepare necessary bylaw amendments.
- Participate in the development of CKASC's organizational plan and annual review.
- Approve the budget.
- Approve the hiring and release of the Program Manager, including the employment contract, based on the recommendation of the Personnel Committee (President, Vice President, and Treasurer).
- Support and participate in evaluating the executive director.
- Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance CKASC's mission.

## **President Role Description**

The president's role is two-fold: 1) overseeing the internal operations of the club, and 2) being the outward looking face of the organization to the artistic swimming community. As part of the internal operations, the Program Manager reports directly to the president.

### **Board Meetings**

- Provides leadership to the Board of Directors.
- Makes sure the Board adheres to its bylaws, policies and constitution.
- Prepares the Board's agenda with input from Board Members and the senior staff person.
- Chairs meetings of the Board.
- Encourages Board members to participate in meetings and activities.
- Keeps the Board's discussion on topic by summarizing issues.
- Keeps the Board's activities focused on the organization's mission.
- Evaluates the effectiveness of the Board's decision-making process.
- Chairs meetings of the Board.
- Makes sure that committee chairpersons are appointed.
- Orients Board Members and committee chairpersons to the Board.
- Serves as ex officio member of committees and attends their meetings when needed.
- Makes sure there is a process to evaluate the effectiveness of Board Members, using measurable criteria.
- Recognizes Board Members' contributions to the Board's work.
- Makes sure that the Board governs as well as manages programs and services.

### **Financial Operations**

- Member of the club's budget committee, ensuring there is a responsible operating budget for the club.
- Acts as one of the signing officers for cheques and other documents, such as pool contracts and other such contracts or grant applications.
- Plays a leading role in supporting fundraising activities.

### **Community Engagement**

- Promotes the organization's purpose in the community and to the media.
- Is the club's representative with Alberta Artistic Swimming; includes
  - Monthly conference calls with all other Club Presidents
  - Attends Alberta Artistic Swimming's Annual Summit

- Receiving and distributing AAS club communications.
- Builds relationships with other sport organizations; artistic swimming and otherwise.

## **Club Operations**

- Work with the Program Manager to:
  - Negotiate and document coach contracts for each year.
  - Ensure that all coaches meet the coaching criteria set out by Alberta Artistic Swimming (background checks, certification levels, etc).
  - Resolve any coach disciplinary issues
- Ensure necessary sanctions have been completed for club events (both AAS sanctions and club sanctions).
- Support parent escalations where required.
- Recruits new board members as part of clubs ongoing transition planning.
- Prepares a report for the Annual General Meeting.
- Orients the new President and new board members
- Working with other board members, meets all new members to the club during the registration process; ensures that all members of the club have completed the necessary paperwork in accordance with club and AAS requirements.

**Workload:** Spread approximately equally through the year; with a slight increase leading into the start of the season to ensure coaches contracts are in place.

## Vice-President Role Description

### General Responsibilities

- Acts in the absence of the President.
- Serves on the Board of Directors.
- Learns the duties of the President and keeps informed on key issues.
- Works closely as consultant and advisor to the Chairperson.

### Swimmer and Parent Coordination

The Vice President also leads the Committee that manages the swimmers, which includes Volunteers and Events, Travel, and Registrar

- Assists with communication to parents
- Schedules and facilitates parent feedback meetings for fall and spring
- Attends and participates in budget meetings
- Communicates with Insurance broker and is responsible for facilitating, communicating and approving sanctioned events
- Works closely with Travel Director, volunteers and Events and Registrar
- Prepares to serve a future term as Chairperson.
- Chairs at least one major committee.
- Acts as a signing officer for cheques and other documents.
- Orients the new Vice-Chairperson

**Workload:** Spread approximately equally through the year.

## Secretary Role Description

### Governance

- Keep copies of the organization's bylaws and the Board's policy statements.
- Keep lists of officers, Board Members, committees and General Membership.
- Conduct and keep records of general Board correspondence. .
- Sign official documents of the organization as required.
- File the annual return, amendments to the bylaws, and Board membership changes and other incorporating documents with the Corporate Registry, AGLC, AAS, Banks (unless Treasurer is doing this) and liaise with the Killarney legal counsel
- Organize updates to the job descriptions for Board members and any Board orientation packages
- Update and share the annual calendar of events for the Board

### General Meetings

- Make sure members are notified of General Meetings (held before the end of June and end of October) at least 3 weeks prior.
- Organize General Meetings
  - Prepare date and location - book rooms
  - Prepare documents (agenda, sign-in sheets, any forms we want signed or filled)
- Ensure there is a quorum
- Record, distribute, and store (either signed or in PFD form) minutes of General meetings, including:
  - Attendance
  - Motions
  - Decisions, and stores meeting minutes.

### Board Meetings

- Prepare date and location of meetings and notifies Board Members and ensure there is a quorum
- Prepare documents for the meeting
  - Agenda
  - Last month's minutes (distribute draft within a week of prior meeting)
  - Action items carried over
  - Minutes, including Action items, motions, and decisions
- Distributes and stores (either signed or in PFD form) minutes of Board meetings,



- In the absence of the President and Vice-President, chairs Board meetings until the election of an alternate.
- Orient the new Secretary

**Workload:** Spread approximately equally through the year, with a slight increase in work leading into the preparation for the Spring and Fall General Meetings..



## Treasurer Role Description

The Treasurer also manages the committee looking after Money

### General Responsibilities

- Serves on the Executive Committee.
- Gives regular reports to the Board on the financial state of the organization, including Cash Flow, Profit and Loss, and Overdue Accounts
- Orients the new Treasurer during Board Change-over
- Responds to members' queries on a regular basis.
- Prepares reports for Annual General Meetings.
- Checks the mailbox regularly.

### Finance and Accounting

- Keeps financial reports on file.
- Chairs the Finance Committee.
- Acts as signing officer, with another officer or Executive Director for cheques and other documents.
- Deals with the day-to-day financial affairs.
- Is responsible for the accounting of the funds of the organization, its budget and expenditures.
- Keeps full and accurate accounts of all organizational receipts and disbursements.
- Receives and banks all monies due to the organization.
- Disburses all monies as directed by the Board.
- Member of the club's budget committee, ensuring there is a responsible operating budget for the club.
- Prepares and monitors overall budget with the Finance Committee. Prepares program budgets with Program Chairperson/Manager.
- Enters transactions and keeps bookkeeping updated in Quickbooks.

### Payroll

- Submit Income Tax, Employment Insurance (EI) and Canada Pension Plan (CPP) payments to Canada Revenue Agency for Club employees. This person may also do other payroll functions.
- Reviews and submits payroll for all paid staff.

## **CRA / AGLC Reporting**

- Files necessary financial reports, tax reports and audits.
- Prepares and submits annual tax filing for Club employees and other paid staff.
- Prepares and submits Club Income Tax Return to Canada Revenue Agency.
- Prepares and submits Society Annual Return to Alberta Registries.
- Prepares and submits Regular Casino Financial Report to Alberta Gambling and Liquor Commission (AGLC).

**Workload:** Spread approximately equally through the year, with more work in the second half of each month related to payroll and accounting.

## **Volunteer and Events Director Role Description**

### **General Responsibilities**

- Serves on the Executive Committee
- Gives regular reports to the Board on status of Volunteer Commitments from members
- Gives regular reports to the Board on status of any events coordinated by the club.
- Orients the new Registrar during Board Change-over

### **Volunteer Management**

- Manage and update document of volunteer roles and their descriptions
- Prepare signup results and communicate volunteers, share lists using Signup Genius
- Collect and update list of team managers, share list for communication
- Prepare and share swimmer registration list for event planning
- Prepare the volunteer signup for the year
- Coordinate planning of events with volunteers and board
- Speak at the AGM to recruit volunteers and judges
- Request volunteer hours throughout the year and help match volunteers with roles or positions as new opportunities arise
- Be aware of families that either request help getting enough hours and/or be aware of families that are not completing their hours
- Compile volunteer commitments fulfilled, using forms or spreadsheets
- Offer tracking tools to members to keep track of their volunteer hours
- Update events descriptions and checklists on shared drive
- Throughout the season this role helps members to track their hours, find appropriate roles and recruits volunteers when new tasks arise

### **Event Management**

- Liase between the the Board of Directors and the organizing committes for both the Winter and Spring watershows.
- Work with Team Parents to help teams coordinate and sanction team events; each team should plan two community engagement events a year.

**Workload:** Workload for this role is highest at the beginning of the season (setting up Signup Genius for the year) and in the end (collecting and verifying all volunteer commitments). There can also be an influx of activity around events and meets.

## Registrar Director Role Description

### General Responsibilities

- Serves on the Executive Committee
- Gives regular reports to the Board on status of Registration that is ongoing
- Orients the new Registrar during Board Change-over

### Swimmer Registration

- Sets up Registration for Season, Summer Camps and Learn to Synchro
- Collect registration forms from each swimmer
- Manage volunteer responsible for scanning registration documentation
- Register each swimmer (new and former) with Canada Artistic Swimming for current season

### Club Registration

- Register coaches and directors with Canada Artistic Swimming
- Register chaperones with Alberta Artistic Swimming
- Register club with Alberta Artistic Swimming
- Make sure club is compliant with Alberta Artistic Swimming from a registration perspective
- Work with Treasurer to pay Club Fees in accordance with Alberta Artistic Swimming
- Maintain relationship with Alberta Artistic Swimming

**Workload:** Primarily in the fall period during swimmer registration.

## Grants and Meets Director Role Description

### General Responsibilities

- Serves on the Board of Directors and attends monthly meetings
- Gives regular reports to the Board on status of any grants found/applied to
- Gives regular reports to the Board on status of the meet organizing committee
- Orients the new Grants and Meets Director during Board Change-over

### Grant Management

- Identify grants that CKASC qualifies for
  - Find and schedule
  - Parents & other – company programs for employees ‘
  - Compile list
- Apply for and manage the grant application
  - Gather info – draw on various sources
  - Prepare and submit application - Work with grants volunteers to find and apply for grants. If applicable (was not last year) prepare the High Performance coaching grant accountability report for the prior year, apply for the next year. Note: this is done the first month or two of swimming, however current projections are there will not be a high performance grant money in the coming seasons). Historically has been \$8-10K/yr for the club
- Identify sponsorship opportunities where organizations may wish to sponsor CKASC
  - Coordinate logos on the web site for any sponsors
  - Travel
- Track and manage needs assessment; understanding where there are opportunities to align club (coaches, athletes, board) needs with grants and sponsorship opportunities.

### Meet Management

- Apply for a meet for the next season
- Oversee the preparation and operation of the meet; be the board representative at for the meet organizing committee.
- Be the liaison between the Meet Committee and the CKASC board, and AAS
- Alberta Artistic Swimming publishes a Meet Managers handbook on their website. Be familiar with that document.

**Note:** For more details, there are hand-off notes available

## **Fundraising Director Role Description**

### **General Responsibilities**

- Serves on the Board of Directors and attends monthly meetings
- Gives regular reports to the Board on status of fundraising events
- Orients the new Fundraising Director during Board Change-over

### **Key Fundraising Duties**

- Organize 8 (eight) fundraisers to aid members in fulfilling their obligations for the season. Using previous seasons successful fundraisers and maybe try a new one. From Sept-April
- Set dates for each event and provide support to each event coordinator.
- Confirm all swimmers fundraising accounts are set up in TU
- Set up events for online ordering on TU when needed
- Provide final order reports from TU to event coordinators and review prior to submitting to vendors
- Calculate swimmer profits and credit accounts on TU
- Bottle Drives (2) and on going donations set up at Vecova & Springbank Bottle Depots
- Assist Clothing coordinators by setting up online ordering in TU and provide final reports for ordering
- Club SWAG

### **AGLC Coordination**

- AGLC: Take out and complete online licences when needed for raffles etc.
- Casino: oversee with Volunteer Casino Manager

**Workload:** Spread approximately equally through the year.

## **Travel Director Roles**

### **General Responsibilities**

- Serves on the Board of Directors and attends monthly meetings
- Gives regular reports to the Board on status of any grants found/applied to
- Gives regular reports to the Board on status of the meet organizing committee
- Orients the new Travel Director during Board Change-over

### **Travel Coordination**

- Chairs the travel committee; supports the Provincial and National travel coordinators
- Provides travel budget for the season with input from program manager, president and treasurer.
- Ensures booking of all hotels, flights, busses, rental cars for team travel.
- Submit rooming list and flight lists to hotels and airlines.
- Ensures payment of all travel related bookings.

### **Chaperone Coordination**

- Supports the National and Provincial chaperone coordinators.
- Ensures registration of chaperones with CAS and AAS and all insurance documents necessary for car rental.
- Compile travel documents for international travel and ensure completion for all athletes.

**Workload:** Work in the spring when the next years meets schedules have been announced, and then again in the winter months during the competition season.

## **Past President Role Description**

- Supports current President.
- Chairs the Nominating Committee (if stood up) for recruitment of new Board Members
- Assists with Board recruitment and orientation to the Board.
- Assists with Board training.
- May chair special events.
- Provides historical continuity about the Board's activities.