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## BOARD OF DIRECTORS – ROLES AND RESPONSIBILITIES

### ALL DIRECTORS

The British Columbia Amateur Synchronized Swimming Association, dba Synchro BC (the Society), is the governing body for the synchronized swimming in British Columbia, and oversees development of the sport, competitions and high-performance athlete development. It is also responsible for the development of synchronized swimming coaches and officials in the province. Synchro BC is a member of Synchro Canada. Synchro BC is led by an elected Board of nine Directors, supported by a small staff, and is accountable to the membership.

#### Accountability

The Board of Directors is collectively accountable to the members, community, funders and other stakeholders. They are accountable for the Society's performance in relation to its mission, values and strategic objectives, and for the effective stewardship of financial and human resources.

#### Responsibilities & Expectations

Board members are responsible for acting in the best long-term interests of the Society and will bring to the task of informed decision-making a broad knowledge and an inclusive perspective ensuring alignment with the organization's values.

Responsibilities of Directors include but are not limited to:

- Attending all meetings of the Board of Directors, or providing reasonable notice if non-attendance is unavoidable. Directors are expected to maintain 75% attendance at Board meeting within each 12-month period
- Preparing for each Board of Directors meeting by reviewing previous meeting minutes and reading reports and documents circulated in advance of meetings
- Ensuring adherence to the BC Society Act and its regulations, including maintaining an acceptable standard of care for the organization, and acceptance of liability for decisions made and actions taken
- Placing the interests of the Society as a whole ahead of affiliations within the organization when making decision or participating in discussion
- Listening to others' views, respectfully advocating one's own views, identifying common interests and alternatives, and being open to compromise
- Reviewing and approving the Society's mission and objectives
- Developing, approving and aligning organizational objectives with a strategic plan
- Overseeing the development and approval of the annual budget and monitoring the financial performance of the Society
- Monitoring the performance of the Society in relation to its mission, objectives, core values and reputation

- Establishing, reviewing, and monitoring operational polices
- Ensuring adherence to the Society’s by-laws, policies and procedures
- Supporting the Nominations Committee in the identification of prospective Board members and helping to recruit them
- Participating in the annual Board self-evaluation
- Contributing to the work of the Board as a member of a board committee or other committee of the Society
- Attending and participating in the Annual Summit, Annual General Meeting, and Special General Meetings of the Society
- Keeping informed about community issues relevant to the mission and objectives of the Society
- Representing the Society, if delegated by the President, at competitions, events, or at meetings with partner organizations
- Being an ambassador for Synchro BC and the sport of synchronized swimming – ensure one’s involvement is known within their own network of friends and contacts
- Serving as a signing officer or signatory of the Society as/if required

## **Time Commitment**

- 5 Hours per Month for:
  - Preparation for and participation in 9 Regular Meetings
  - Committee involvement
- 5 days annually to participate in:
  - 2 Full Day Planning Meetings held twice per year
  - 1 Annual General Meeting held annually
  - Additional Special General Meetings, if required
  - Annual Summit (2 days)
- Attendance at select events such as competitions

## PRESIDENT

### Specific Duties of the President:

*In addition to the responsibilities of the Directors noted above, the specific duties of the President are to:*

- Lead and steward the Board of Directors
- Act as an Officer and have general supervision over the affairs of the corporation, subject to the authority of the Board of Directors
- Act as a signing officer of the Society for financial instruments and contracts
- Act as an official spokesperson for the Society, with the Executive Director
- Lead the preparation of the Board's meeting agenda and review of meeting minutes
- Chair the meetings of the Board of Directors
- Prepare for and chair the Annual General Meeting and any Special General Meetings as may arise
- Act as the official liaison between the Society and Synchro Canada
- Assign Directors as liaisons to *Committees* as may be required by the Terms of Reference of committees
- Conduct the Director selection for *Committees* at the first Board meeting after the AGM
- Be the reporting contact and supervisor for the Executive Director
- Represent the Society at meetings with funders, sponsors and other partners, or delegate this responsibility to another Director or the Executive Director
- Represent the Society at competitions and events, or delegate this responsibility to another Director or a member of staff
- Chair the Human Resource Committee of the Society, or delegate this responsibility to another Director
- Chair the Governance & Nomination Committee of the Society, or delegate this responsibility to another Director
- Chair the Executive & Finance Committee of the Society
- Ensure the on-going monitoring of the Strategic Plan, performance indicators, and Society activities takes place, with regular reports to the Board of Directors, and that an appropriate evaluation of the Strategic Plan takes place in a timely fashion
- Work with Directors to build Board capacity through professional development opportunities and learning partnerships with other organizations
- Conduct and document evaluations of the Executive Director in accordance with the employee's contract, Synchro BC Employee policies, and the Employment Standards requirements of the province
- Report the activities of the Board to the membership at general meetings and other times throughout the year as appropriate

### Time Commitment

In addition to the time commitment for all Directors, the President position requires the following:

- 16 Hours per Month for:
  - Preparation for 9 Regular Meetings

- Executive & Finance Committee Meetings, on an as needed basis
- Executive Director Support, on an as needed basis
- Meetings with funders and partners
- Meetings with Members
- 4 hours per month for Committee involvement (Governance & Nomination and Human Resources)
- 3 days annually to prepare for:
  - Two Full Day Planning Meetings held twice per year
  - Annual General Meeting held annually
  - Additional Special General Meetings, if required
  - Annual Summit (2 days)

## VICE PRESIDENT

*In addition to the responsibilities of the Directors at Large noted above, the specific duties of the Vice-President are to:*

- Act as an Officer of the Society
- Be a member of the Executive & Finance Committee of the Society
- Perform all of the duties of the President if the President is absent or unable to fulfill the duties of that office for a period of one month or more, and continue to perform these duties for the duration of the absence or incapacity, and if the President is removed or vacates the office, until the Board appoints a new President, or the membership elects a new President
- In the absence of the President, prepare for and chair meetings of the Board of Directors
- In the absence of the President, prepare for and chair the Annual General Meeting and any Special General Meetings as may arise
- Act, if so delegated by the President, as the liaison between the Society and member clubs
- May be a signing officer of the corporation for financial instruments and contracts
- Lead or manage special projects that may arise from time to time, with reports being submitted to the Board at regular intervals

## Time Commitment

In addition to the time commitment for all Directors, the Vice President position requires the following:

- 4 Hours per Month for:
  - Preparation for 9 Regular Meetings
  - Executive & Finance Committee Meetings, on an as needed basis
  - Executive Director Support, on an as needed basis
  - Meetings with funders and partners
  - Meetings with Members
- 4 hours per month for Committee involvement
- 1 day annually to prepare for:
  - Two Full Day Planning Meetings held twice per year

- Annual General Meeting held annually
- Additional Special General Meetings, if required
- Annual Summit (2 days)

## DIRECTOR OF FINANCE

*In addition to the responsibilities of the Directors at Large noted above, the specific duties of the Director of Finance are to:*

- Be an Officer of the Society
- Be responsible for financial accountability to the Board and membership
- Be a member of the Executive Committee of the Society
- Act as a signing officer of the corporation for financial instruments
- Develop and maintain appropriate Financial Policies and Procedures for approval by the Board
- Support the Executive Director as a secondary liaison with the auditor
- Support the Executive Director in the development and presentation of the budget, including collection of required information from other Directors and committees of the Society
- Support the Executive Director in the preparation of the quarterly financial report for the Board, including a Balance Sheet and an Income Statement with actuals against budget
- Report to the membership on the Audited Financial Statement

## Time Commitment

In addition to the time commitment for all Directors, the Director of Finance requires the following:

- 4 Hours per Month for:
  - Executive Committee Meetings, on an as needed basis
  - Executive Director Support, on an as needed basis
  - Meetings with funders and partners
  - Meetings with Members
- 1 days annually to prepare for:
  - Two Full Day Planning Meetings held twice per year
  - Annual General Meeting held annually
  - Additional Special General Meetings, if required
  - Annual Summit (2 days)
  - Annual Audit (2 days)