



Job Description

Racquetball Canada Board of Directors

Position: Board Member

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.
- Directors serve for a two-year term in a specific position.
- Directors may be released before 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.



Job Description

Racquetball Canada Board of Directors

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. Learn the duties of the President and keeps informed on key issues;
3. Work closely as consultant and advisor to the President;
4. Prepare to serve a future term as President;
5. Chair at least one major committee;
6. Act as a signing officer for cheques and other documents;
7. Authorize the President's expenditures;
8. Orient the new Vice-President.



Job Description

Racquetball Canada Board of Directors

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. For this position, an accounting designation is required.

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. Arrange for 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.