



## **Job Descriptions**

### **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:

1. Directors are elected by the membership at the Annual General Meeting.
2. Directors serve for a two-year term in a specific position.
3. 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. 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 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 President must:

1. Chair the Board of Directors meetings;
2. Ensure that all Directors perform their respective duties;
3. Act as the official representative of the Corporation in all relevant matters;
4. Prepare, with assistance of the executive director, the agenda and related documents for meetings of the Board and of the members, and ensures such meetings are conducted in accordance with the Articles, By-laws, the provisions of this Policy, *Robert's Rules of Order* (to be modified by decision of the Board, as required) and any other applicable policies;
5. Keep the Board focused on advancing the vision, mission and strategic plan of Racquetball Canada;
6. Ensure the Board develops strategies, plans and policies to guide Racquetball Canada;
7. Ensure that the Board attends to its internal governance functions, including those relating to the training of Board members and to the Board's evaluation of its own performance;
8. Ensure the relationship between the Board and Executive Director remains positive, constructive and professional at all times and represents the collective will of the Board in communicating with the Executive Director;
9. Play a leading role in communicating externally the vision, mission and values of Racquetball Canada, and information about Racquetball Canada's activities that is consistent with the views of the Board;
10. Chair the Annual Meeting, and Special Meetings of the Members; and
11. Chair the Governance and Nominating Committee.

### **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;  
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.

### **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. 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.

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