



Job Descriptions

Racquetball Canada Board of Directors

Position: DIRECTOR

Authority and Responsibility

The Board of Directors is the legal authority for Racquetball Canada. As a member of the Board Directors the 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 three-year term
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 (elected as a director and then appointed by the board)

Authority and Responsibility

The Board of Directors is the legal authority for Racquetball Canada. As a member of the Board a Director, the president 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: 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, the Director of Finance 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.

Position: ATHLETES REPRESENTATIVE

Authority and Responsibility

The Board of Directors is the legal authority for Racquetball Canada. As a member of the Board, the Athlete Representative acts in a position of trust for the athlete community and is responsible for advocating for athletes' interests while supporting the effective governance of the organization.



Requirements

Requirements of Board membership include:

- Commitment to the work of the organization;
- Knowledge and skills in one or more areas of Board governance: policy, athlete advocacy, programs, and equity initiatives;
- Willingness to serve on committees and support advocacy initiatives;
- Attendance at 80% of Board meetings;
- Attendance at meetings of assigned committees;
- Attendance at Annual General Meetings;
- Support of special events;
- Participation in athlete engagement activities.

General Duties

The Athlete Representative is fully informed on organizational matters and participates in the Board's deliberations and decisions in matters of policy, programs, equity, and advocacy. For this position, direct experience as an athlete is required.

The Athlete Representative must:

- Serve as a communication bridge between the athlete community and the organization;
- Act as a voice for athletes in Board discussions and decision-making processes;
- Gather and summarize athlete feedback for presentation to the Board;
- Work with committees and organizational leadership to advocate for athlete-focused initiatives;
- Promote programs and resources supporting athlete welfare, including mental health and professional development;
- Represent the organization at athlete-focused events and forums;
- Support the design and implementation of strategies to reduce barriers to participation;
- Ensure the representation of diverse athlete perspectives, with a focus on equity and inclusion;
- Educate athletes on their rights, responsibilities, and opportunities within the organization;
- Orient the incoming Athlete Representative.



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:

12. Give regular reports to the Board on the financial state of the organization;
 13. Keep financial reports on file;
 14. Act as signing officer, with another officer or Executive Director for cheques and other documents;
 15. 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;
 16. Work with the Financial Administrator to ensure that accurate accounts of Board receipts and disbursements for Board-related expenditures are recorded;
 17. Speak for the budget in partnership with the Executive Director;
 18. Work with the Financial Administrator to ensure sure all necessary financial reports are filed;
 19. Ensure policies and processes for financial accountability including evaluation are in place and followed;
 20. The Director of Finance is responsible for arranging payment of board expenses through the Financial Administrator;
 21. Ensure the duties of the Director of Finance do not interfere with the Executive Director's financial accountability to the board;
- Orient the new Director of Finance.

Revised: September 2024