



BOARD MEMBER POSITION DESCRIPTION

St. Albert Gymnastics Club

Link to Mission:

Authority and Responsibility: Responsible to the Board of Directors. 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 St. Albert Gymnastics Club.

Individual board members have no authority to approve actions by the Organization, to direct staff, or to speak on behalf of the Organization, unless given such authority by the board of directors.

Requirements:

- Commitment to the work of St. Albert Gymnastics Club
- Knowledge and skills in one or more areas of board governance: policy, finance, programs, personnel, and advocacy
- Willingness to serve on committees
- Attendance at board meetings
- Attendance at meetings of assigned committees
- Attendance at Annual General Meetings
- Attendance at membership meetings
- Support of events and special events of Commitment to the work of St. Albert Gymnastics Club
- Support of, and participation in, fundraising events
- Financial support of Commitment to the work of St. Albert Gymnastics Club
- Confidentiality as required for reports and discussions

Skills and Attributes:

- Strategic and/or visionary thinking
- Ability to work as part of a team
- Dedicated and committed to the mission of Commitment to the work of St. Albert Gymnastics Club
- Knowledgeable about Commitment to the work of St. Albert Gymnastics Club and the Canadian sport system
- Knowledgeable and understanding of Good Governance
- Discretion and Confidentiality
- Communication skills
- Zest for learning

Term: Directors are elected by the membership at the Annual General Meeting. Directors serve a one (1) or two (2) year term. Directors may be released at the end of the elected term, by resigning or in accordance with Commitment to the work of St. Albert Gymnastics Club bylaws.

General Duties: A Director is fully informed on organizational matters and participates in the Board's deliberations and decisions in matters of policy, strategy, finance, programs, personal and advocacy.

- Participate in the development of Commitment to the work of St. Albert Gymnastics Club's strategic plan and provide strategic oversight to Alberta Soccer Association
- Approve the Commitment to the work of St. Albert Gymnastics Club budget on an annual basis and provide fiduciary oversight to St. Albert Gymnastics Club including ensuring compliance with regulations for all compliance bodies
- Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and Executive Director
- Monitor all Board policies
- Review the bylaws, rules and regulations, and policy manual, and recommend bylaws changes to the membership as needed
- Review the Board's structure, approve changes, and prepare necessary bylaw amendments.
- Approve the hiring and release of the executive director, including the executive director's employment contract, based on the recommendations of the executive committee.
- 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 St. Albert Gymnastics Club's mission.

Evaluation: Self and by the board, annually based on the performance of assigned Board requirements and duties.

Review Date and Approval Date: The Governance committee reviews the Board Member Position Description on a regular basis. Recommended changes are presented to the Board.