

ST. ALBERT GYMNASTICS CLUB BOARD OF DIRECTORS DUTIES AND RESPONSIBILITIES

(Schedule A)

“Organization” refers to: St. Albert Gymnastics Club

Overview

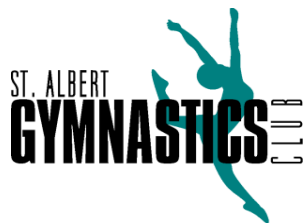
The Board of Directors of the Organization has the responsibility to manage the affairs of the Organization in accordance with the *Societies Act of Alberta*, the Organization’s Bylaws, and the Organization’s policies and procedures. The basic responsibility of a Director is to represent the interests of the Organization’s members in directing the affairs of the Organization and to do so within the law. Specifically, Directors will have the following additional responsibilities and duties:

General

- a) Act reasonably, prudently, in good faith and with a view to the best interests of the Organization and its members.
- b) Place the interests of the Organization first and not use one’s position as a Director to further private interests.
- c) Act within the scope of the governing policies of the Organization and within the scope of other laws, rules and regulations that apply to the Organization.
- d) Keep the Organization’s business private and not discuss certain matters with people outside of Organization unless with prior approval of the Board of Directors.
- e) Support the decisions of the Board of Directors, even if they may not personally agree with the decisions and might not have voted to support the decision.
- f) Act as a member of a designated committee as appointed by the Board of Directors.
- g) Keep all appropriate individuals and committees informed as required through normal reporting and communication channels.
- h) Perform such other duties as may from time to time be established by the Board.
- i) Act in a manner that promotes a positive and professional public image.
- j) Devote their full time and attention during volunteer hours to the business and interests of the Organization.
- k) Schedule volunteer hours in order to accommodate the changing needs of the Organization which may require evening and weekend work.

Meetings

- a) Attend and properly prepare for meetings.
- b) Provide all required reports to the Board in written form as required.
- c) Ensure minutes of meetings are accurate and correct.



- d) Ensure that minutes of meetings reflect abstentions from votes, votes for and votes against motions.
- e) Declare any real or perceived conflict of interest with respect to an issue when the issue first arises and not vote, participate in or influence the decision-making process.
- f) Ensure any such disclosures of conflict are recorded in the meeting minutes.

Finances

- a) Review regularly the financial reports of the Organization.
- b) Approve and monitor the Organization's budget.
- c) Ensure the performance and completion of an annual audit of the Organization's finances.
- d) Inform themselves who is authorized to sign cheques and for what amount.
- e) Supervise the management and the disbursement of funds of the Organization.
- f) Comply with the Financial Policy.

Contracts

- a) Ensure that all contracts the Organization enters into are carefully reviewed by staff or by counsel.

Planning

- a) Develop, implement, monitor and evaluate the Organization's strategic plan.

Personnel

- a) Ensure the Organization develops a clear *Human Resources Policy* and ensure that any staff evaluations are performed at least annually or as required by the policy.
- b) Ensure that all staff and volunteer positions have written job descriptions and agreements.
- b) Ensure there are suitable screening measures in place for those staff and volunteer positions that involve interaction with youth or other vulnerable persons in unsupervised settings.

Policy

- a) Review and adhere to the Organization's Bylaws, policies and procedures.
- b) Undertake to update out-of-date Bylaws, policies and procedures or to create new ones.

Insurance

- a) Ensure the Organization's obtains adequate insurance.
- b) Become familiar with the Organization's insurance policies and the scope of their coverage.

Evaluation

- a) Be prepared to have their performance as a Director evaluated annually based on the performance of assigned Board requirements and duties.