Key Roles Responsibilities of the Board of Directors of the Voyageurs

The following outlines the key roles and responsibilities of the Board of Directors, both collectively and individually. It also outlines the expectations and requirements of each Board position.

Organizational Activities

The Board's role and responsibilities are based on three different activities of organizations:

- Governance: The Board develops policies that give overall direction to the organization.
- Management: The Board takes actions and makes decisions to ensure that there are sufficient and appropriate human and financial resources for the organization to accomplish its work.
- Operations: These are the activities related to the delivery of initiatives of the organization.

Expectations of the Board and its Members

Collectively, the Board must:

- Participate in the development of a strategic plan for the organization
- Ensure that an effective management team is in place (i.e., Executive Director)
- Maintain effective partnerships and communication with the community, the organization's members and its stakeholders
- Maintain fiscal responsibility, including raising income, managing income, and approving and monitoring annual budgets
- Ensure transparency in all communication to members, stakeholders and the public
- Evaluate the organization's work in relation to a strategic plan
- Evaluate the work of the Board of Directors, ensuring continuous renewal of the Board, and plan for the succession and diversity of the Board

Individually, each Board member must:

- Act in the best interests of the organization
- Understand the roles and responsibilities of being a Board member
- Be familiar with the organization's bylaws, policies and procedures, strategic plan, mission, etc.
- Ensure he/she avoids conflicts of interest including operating in the best interest of the organization not in self-interest or the interest of a stakeholder group
- Respect confidentiality policies that pertain to membership and Board discussions
- Keep informed about the organization's financial activity and legal obligations
- Bring his/her own skills, experience, and knowledge to the organization
- Attend Board meetings regularly and arrive prepared for meetings
- Support Board decisions once they have been voted on

Eligibility for Consideration

To run for the Voyageurs Board of Directors, you must:

- have been an active member of the Voyageurs for at least 1 (one) year.
- not have already served more than 9 (nine) years of consecutive term.
- not be a Board member of any other soccer related organization (club, supporters' group, governing body, etc.) that might pose a conflict of interest.
- not be a member of the Governance Committee at the time of the election.

Expectations and Requirements of Board Positions

Benefits
What benefits can a Board member expect to receive? This might include:

- Satisfaction of making a difference in the soccer community
- Opportunity to work with like-minded individuals from across the country

Time and Financial Requirements

- Daytime, evening, weekdays, weekend, viirtual
- 6-10 hours per month for Board and committee meetings.
- 6-10 hours per month working independently or with others either online or in person on various organizational initiatives.
- Travel for and attendance at Annual General Meeting.

Job Description: Board Member

Authority and Responsibility
The Board of Directors is the legal authority for the Voyageurs. As a member of the Board, a Director acts in a position of trust for the membership 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. Appreciation of responsibilities to members.
3. Flexibility, responsiveness, and willingness to consider change.
4. Willingness to listen to others.
5. Capability for a wide perspective on issues.
6. Ability to work as a team member
7. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy.
8. Knowledge of the organization and how the governance structure works.
9. Willingness to serve on committees.
10. Attendance at Board meetings.
11. Attendance at meetings of assigned committees.

12. Attendance at Annual General Meetings
13. Attendance at membership meetings.
14. Support of special events.
15. Support of, and participation in, fundraising events.

Term
Directors are elected by the membership at the Annual General Meeting. Directors serve for a one, two or three year term depending on the position. Directors may be released at the end of the elected term, by resigning, or according to the Voyageurs'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.

Directors must:
1. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees, and the Executive Director.
2. Monitor all Board policies.
3. Review the bylaws and policy manual and recommend bylaw changes to the membership.
4. Review the Board's structure, approve changes, and prepare necessary bylaw amendments.
5. Participate in the development of the Voyageurs' organizational plan and annual review.
6. Approve the Voyageurs' budget.
7. Approve the hiring and release of the executive director, including the executive director's employment contract, based on the recommendation of the Personnel Committee.
8. Support and participate in evaluating the executive director.
9. Assist in developing and maintaining positive relations among the Board, committees, volunteers, the Executive Director, and community to enhance the Voyageurs' mission.

Evaluation
A Director's performance is evaluated annually based on the performance of assigned Board requirements and duties.

Review Date and Approval Date
The Personnel Committee annually reviews the Board Member Job Description. Recommended changes are presented to the Board.
Approval Date: TBD
Review Date: TBD

Job Description: President

In addition to the requirements of a Board Member the President is responsible for, but not

limited to, the following;

- Provides leadership to the Board of Directors.
- Makes sure the Board adheres to its bylaws and constitution.
- Prepares the Board's agenda with input from Board Members and the Executive Director.
- Chairs meetings of the Board.
- Encourages Board members to participate in meetings and activities.
- Keeps the Board's discussion on topic by summarizing issues.
- Keeps the Board's activities focused on the organization's mission.
- Evaluates the effectiveness of the Board's decision-making process.
- Makes sure that committee chairpersons are appointed.
- Orients Board Members and committee chairpersons to the Board.
- Serves as ex officio member of committees and attends their meetings when needed.
- Makes sure there is a process to evaluate the effectiveness of Board Members, using measurable criteria.
- Recognizes Board Members' contributions to the Board's work.
- Acts as one of the signing officers for cheques and other documents.
- Plays a leading role in supporting fundraising activities.
- Promotes the organization's purpose in the community and to the media.
- Prepares a report for the Annual General Meeting.
- Orients the new President.

Requirements

- Previous service in a leadership position with the Voyageurs.
- Leadership experience with nonprofit or for-profit Boards or volunteer organizations.
- Demonstrated leadership in organizational and management skills.
- Experience with development and implementation of organizational strategic plans.
- Understanding of financial accounting and best practices for nonprofit organizations.

Job Description: Vice-President

In addition to the requirements of a Board Member the Vice-President is responsible for, but not limited to, the following;

- Acts in the absence of the President.
- Learns the duties of the President and keeps informed on key issues.
- Works closely as consultant and advisor to the Board of Directors.
- Chairs at least one major committee.
- Acts as a signing officer for cheques and other documents.
- Orients the new Vice-President.

Requirements

- Leadership experience with nonprofit or for-profit Boards or volunteer organizations.
- Demonstrated leadership in organizational and management skills.
- Experience with development and implementation of organizational strategic plans.
- Understanding of financial accounting and best practices for nonprofit organizations.

Job Description: Secretary

In addition to the requirements of a Board Member the Secretary is responsible for, but not limited to, the following;

- Keeps copies of the organization's bylaws and the Board's policy statements.
- Keeps lists of officers, Board Members, committees and General Membership.
- Notifies Board Members of meetings.
- Brings official minute book to meetings.
- Keeps record of Board attendance.
- Makes sure that there is a quorum at Board meetings.
- Keeps accurate minutes of meetings.
- Records all motions and decisions of meetings.
- Signs Board minutes to attest to their accuracy.
- Records all corrections to minutes.
- Keeps copies of minutes of both Board and committee meetings.
- Distributes copies of minutes to Board Members promptly after meetings.
- Conducts general Board correspondence.
- Keeps records of all Board correspondence.
- Signs Board minutes and corrections to confirm their accuracy.
- Signs official documents of the organization as required.
- Files the annual return, amendments to the bylaws and other incorporating documents with the Corporate Registry.
- Makes sure members are notified of General Meetings.
- In the absence of the President and Vice-President, chairs Board meetings until the election of an alternate President.
- Orients the new Secretary.

Requirements

- Previous experience with nonprofit or for-profit Boards or volunteer organizations.
- Knowledge and understanding of statutes and federal regulations relating to nonprofit organizations.
- Knowledge and understanding of nonprofit Board governance and best practices.
- Experience with development and implementation of organizational strategic plans.

Job Description: Treasurer

In addition to the requirements of a Board Member the Treasurer is responsible for, but not limited to, the following;

- Oversees the financial functioning of the organization.
- Receives and banks all monies due to the organization.
- Disburses all monies as directed by the Board.
- Gives regular reports (quarterly, bi-annual or yearly as determined by the Board) to the Board on the financial state of the organization.
- Chairs the Finance Committee.
- Oversees an independent audit from an outside accounting firm when necessary.
- Acts as signing officer, with another officer or Executive Director for cheques and other documents.
- Keeps accurate accounts of Board receipts and disbursements for Board-related expenditures.

- Keeps financial reports on file.
- Speaks for the budget in partnership with the executive director and Finance Committee.
- Makes sure all necessary financial reports, tax reports and audits are filed.
- Orients the new Treasurer.

Requirements

- Previous experience with nonprofit or for-profit Boards or volunteer organizations.
- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organizations.
- Knowledge of bookkeeping and financial management
- Good financial analysis skills.
- Professional accounting, finance or similar qualification

Board Committees

Finance
Personel
Ticketing
Social Media
Membership
Merchandise

Committee Chairpersons are responsible for, but not limited to, the following;

- Reviews the terms of reference and mandate of the committee as outlined by the Board.
- Recruits an appropriate number of committee members to carry out the mandate.
- Orients members to the committee's mandate and position in the organization.
- Calls committee meetings and develops agendas with the input of the members.
- Chairs committee meetings.
- Encourages members to participate.
- Keeps discussion on topic by summarizing issues.
- Guides the committee through its meetings to fulfill the committee's purpose.
- Recognizes each member's contribution to the committee's work.
- Delegates appropriate tasks to individual committee members.
- Knows staff members' role on committees and makes sure they have an opportunity to be heard before recommendations are sent to the Board.
- Plans and evaluates the committee's work with the help of the members.
- Makes sure meeting minutes and other relevant information are recorded and filed.
- Reports the committee's progress to the Board of Directors and the membership on a regular basis.
- Orients the new Board committee Chairperson.

Board Members Code of Conduct

Board Members need to demonstrate ethical and professional conduct to maintain the confidence of the membership and the public. This commitment includes proper use of authority and appropriate actions in group and individual behaviour when acting as Board Members.

1. Board members must be loyal to the interest of the membership over and above any:
    - Loyalty to advocacy or interest groups, membership on other Boards or staffs and other

organizations.
- Personal interest of any Board Members acting as an individual consumer of this organization's services.

2. Board members are trustees of membership confidence and securities. They must avoid any conflict of interest.
- There must be no self dealing or any conduct of private business or personal services between any Board Member and the organization. Exceptions can occur only when there is openness, competitive opportunity, and equal access to information.
- Board Members must not use their positions to obtain opportunities within the organization for themselves or their family members.

3. Board Members must not exert any individual authority over the organization except as stated in the organization's policies.
- Individual Board Members do not have any authority to speak for the organization when they interact with volunteers, members, the public, the press and other entities unless granted this authority by the whole Board.
- Board Members must not make any judgments of volunteers, other Board Members or the Executive Director's performance except if the performance is officially assessed against organization policies.

4. Board Members deal with outside entities or individuals, with clients and staff, and with each other using fair play, ethics and straightforward communication.