

2021 ROLES & RESPONSIBILITIES



Board of Directors

The Board of Directors has the responsibility and authority for the following activities of the Pisiquid Canoe Club:

- Adhere to the governing Bylaws of the Society;
- Ensure to meet the Long Term Athlete Development principles of the club;
- Recruitment and selection of the Head Coach, responsible for daily operation of the club; and
- Perform and document a formal annual performance assessment of the Head Coach.

Board Executive

The Board of Directors shall define the summary of the roles and responsibilities of the Board Executive, to include:

- Commodore
- Vice Commodore
- Paddling Chair
- Secretary
- Registrar
- Treasurer
- Past Commodore (non-voting)

The Board of Directors shall define the summary of roles and responsibilities of the other members of the Board of Directors, to include:

- Fundraising Chair (responsible as head of Fundraising Committee)
- Facilities Chair (responsible as head of Facilities & Equipment Committee)
- Communications Chair
- Head Coach (Head Coach is non-voting member of the Board of Directors)

New Board Members

New board members are responsible to review and understand their legal and fiduciary responsibilities, exercise due diligence consistent with their duty of care, are familiar with the club's activities and are fully informed on the financial status of the club; this includes receiving copies of the following orientation materials:

- Board Bylaws
- Policies and procedures
- Financial statements and annual budget
- Previous annual meeting (AGM) minutes
- Liability insurance information
- Most recent regular meeting minutes and agenda; and

Head Coach

The Head Coach has the responsibility and authority in consultation with the Board of Directors, for the following activities of the Pisiquid Canoe Club:

- Accountable for the recruitment and selection of remaining staff at the club;
- Provision of a regular report (monthly) to the Board of Directors;

2021 ROLES & RESPONSIBILITIES



- Sets and reports on the annual performance objectives of the club; and
- Perform and document an annual performance assessment (or exit interview) of each staff member.

Fundraising Chair

The Fundraising Chair has the responsibility and authority in consultation with the Board of Directors, for the following activities of the Pisiquid Canoe Club:

- Planning, execution and reporting of fundraising activities, previously approved by the Board, and
- Fundraising Chair has the authority and responsibility to act as head of a Fundraising Committee

Facilities Chair

The Facilities Chair has the responsibility and authority in consultation with the Board of Directors, for the following activities of the Pisiquid Canoe Club:

- Planning, sourcing equipment and/or materials, performing construction or maintenance activities and reporting on condition of club equipment, building, docks and race course, previously approved by the Board, and
- Facilities Chair has the authority and responsibility to act as head of a Facilities & Equipment Committee.

Communications Chair

The Communications Chair has the responsibility and authority in consultation with the Board of Directors, for the following activities of the Pisiquid Canoe Club:

- Planning and execution of communications activities, including all web site and social media communications, previously approved by the Board, and
- Communications Chair has the authority and responsibility to act as head of a Communications Committee, if such is deemed necessary by the Board.

Recruitment

Recruitment of the Head Coach may include the assignment or selection of a recruitment or hiring sub-committee from the Board of Directors. This sub-committee may also be given the authority to engage in professional or outside recruitment activities. Following recruitment, the sub-committee shall interview candidates and make recommendations to the Board of Directors for approval.

Recruitment of staff may include the assignment or selection of a hiring sub-committee comprised from the Board of Directors and the Head Coach. This sub-committee may also be given the authority to engage in professional or outside recruitment activities. Typically, the Head Coach will identify potential athletes from within the Pisiquid Canoe Club or other clubs that demonstrate skills and attitude that best represent the objectives of the club. If additional staff is required to be outsourced, the Head Coach or a designated member of the sub-committee will advertise for staff positions using web site, social media CKC/ADCKC job postings, secondary and/or post-secondary school job postings. Following recruitment, the Head Coach and a designated member of the sub-committee shall interview candidates and make recommendations to the Board of Directors for approval. The Head Coach has the authority to make hiring recommendations to the Board without the interview process, provided it is a returning staff member to the club.

2021 ROLES & RESPONSIBILITIES



EXECUTIVE POSITION DESCRIPTIONS

Commodore

Commodore shall have general supervision of the activities of the Society and shall perform such duties as may be assigned to time by the Board of Directors from time to time.

Vice Commodore

Vice Commodore shall, at the request of the Board and subject to its directors, perform the duties of the Commodore during the absence, illness or incapacity of the Commodore or during such period as the Commodore may request him/her to do so.

Vice Commodore has been designated as the person responsible for the collection, review, acceptance and storage of all screening documents, required for employment and applicable volunteers.

Paddling Chair

Paddling Chair shall be responsible to ensure the athlete development pathway is in line with the club's strategic priorities, including the liaison with the Head Coach and staff on all paddling related issues.

Paddling Chair has been designated as the person responsible for the annual performance review of the Head Coach, as well as participation with Head Coach of the other club staff, including exit interviews.

Secretary

Secretary shall keep the minutes of the meetings of members and directors, and shall support the Head Coach and staff by being responsible for all general external club announcements made via social media.

Registrar

Registrar shall ensure that all members are registered on the ADCKC and CKC registration systems and that all initiation and membership dues are collected on behalf of the Treasurer, and shall support the Head Coach and staff by being responsible for all general external club announcements made via email.

Treasurer

Treasurer shall maintain the financial accounts of the Society, and make a written report to the members upon the balance sheet and operating accounts.

Past Commodore

Past Commodore has been designated as the returning officer responsible for the collection, review, and preparation of nominations for Directors and Executive positions.

In lieu of an active Past Commodore, the duties may be assigned to any other member of the board of directors (voting or non-voting members).