



Barrie Trojan Swim Club Board of Directors

The purpose of this document is to provide an overview of key responsibilities and essential job duties for members of the Barrie Trojan Swim Club (BTSC) Board of Directors to ensure there is clarity for individuals who are acting as a member of the Board. It will also outline the structure of the Board of Directors and the BTSC.

Board of Directors Roles and Responsibilities: Officers

As defined by the BTSC By-Laws, Club oversight is provided by a Board of Directors. Certain members of the Board of Directors are designated as Officers of the Club.

The following roles are defined as Officers of the Board of Directors:

- President*
- Vice-President
- Secretary*
- Treasurer*

*(*mandatory composition)*

President

- Chair all Board and general meetings.
- Supervise and provide functional oversight as related to all facets of the BTSC organization and business.
- Act as the liaison of the Board to the Head Coach related to all operational facets of the BTSC organization and business.
- Preside at the Annual and Special Meetings of the BTSC and at meetings of the Board, unless otherwise designated
- Official spokesperson of the BTSC , and will
- Decide upon and conduct a periodic evaluation of performance of the Senior Leadership Team, in partnership with the Board
- Perform other duties from time to time to be established by the Board.

Vice-President

- Chair all Board and general meetings in the absence of the President.
- Supervise and provide functional oversight as related to all facets of the BTSC organization and business in the absence of the President.

Treasurer

- Supervise and provide functional oversight as related to all facets of finance within the Club. This includes the following:
 - Chair all Finance Committee meetings and report to the Board.

- Oversight for club annual budget preparation and presentation.
- Oversight for ongoing financial accounting to ensure an accurate record of all Club income and expenditures is kept.
- Oversight for preparation and presentation of financial statements for Board and General Meetings.
- Ensure an annual external review of the BTSCs financial statements is conducted.
- Coordinate and maintain registration of signing officers with the bank.
- Keep proper accounting records as required by the Not-for-Profit Corporations Act.
- Supervise the management and the disbursement of funds of the BTSC, when required will provide the Board with an account of financial transactions and the financial position of the BTSC.
- Oversee office staff and act as liaison for Operations Manager and will perform such other duties as may from time to time be established by the Board.
- Ensure required government filings (e.g. OnCorp) are completed

Secretary*

- Prepare and submit to each meeting of the members and other meetings a report of all activities since the previous meeting of the members or other meetings
- To record all business as conducted at Board meetings and general meetings in the form of "Minutes".
- Provide approved minutes and associated documents to Operations Manager, or applicable staff person for general communication to members.
- Responsible for the documentation of all amendments to the BTSC's By-laws
- Ensure that all official documents and records of the BTSC are properly kept
- Give due notice to all Members of the meeting of the Members of the Corporation, and will perform such other duties as may from time to time be established by the Board.

Board of Directors Roles and Responsibilities: All Directors

a. Determine the club's mission and purpose.

A statement of mission and purpose should articulate the club's goals, means, and primary constituents served. It is the Board's responsibility to create the mission statement and review it periodically for accuracy and validity. Each individual Board member should fully understand and support it.

b. Select the BTSC Senior Leadership Team (SLT) including Head Coach and Operations Manager.

Boards must reach consensus on the SLT role descriptions and undertake a careful search to find the most qualified individuals for each role.

c. Support the Head Coach and Operations Manager and review their performance.

The board should ensure that the Senior Leadership Team (SLT) has the moral and professional support needed to further the goals of the club. The President, in partnership with the entire Board, should decide upon and conduct a periodic evaluation of performance.

d. Ensure effective club planning.

As stewards of the club, the Board must actively participate with the staff in an overall planning process and assist in implementing the planned goals.

e. **Ensure adequate resources.**

One of the Board's foremost responsibilities is to provide adequate resources for the club to fulfill its mission. The board should work in partnership with the SLT and development staff (if any) to ensure appropriate funds and resources are available.

f. **Manage resources effectively.**

The Board, in order to remain accountable to its members and stakeholders, and to safeguard its tax-exempt status, must assist in developing the annual budget and ensuring that proper financial controls are in place. The Board must actively monitor these financial controls and take action as necessary to ensure acceptable fiscal performance.

g. **Determine, monitor, and strengthen the club's programs and services.**

The Board's role in this area is to determine which programs are the most consistent with the club's mission, and to monitor their effectiveness.

h. **Enhance the club's public standing.**

A club's primary link to the community, including members, the public, and the media, is the Board. Clearly articulating the club's mission, accomplishments, and goals, as well as garnering support from important members of the community, are important elements of a comprehensive good citizenship strategy.

i. **Ensure legal and ethical integrity and maintain accountability.**

The Board is ultimately responsible for ensuring adherence to legal standards and ethical norms. Solid personnel policies, grievance procedures, and a clear delegation to the Head Coach of hiring and managing employees will help ensure proper decorum in this area. The board must establish pertinent policies, and adhere to provisions of the club's by-laws and articles of incorporation.

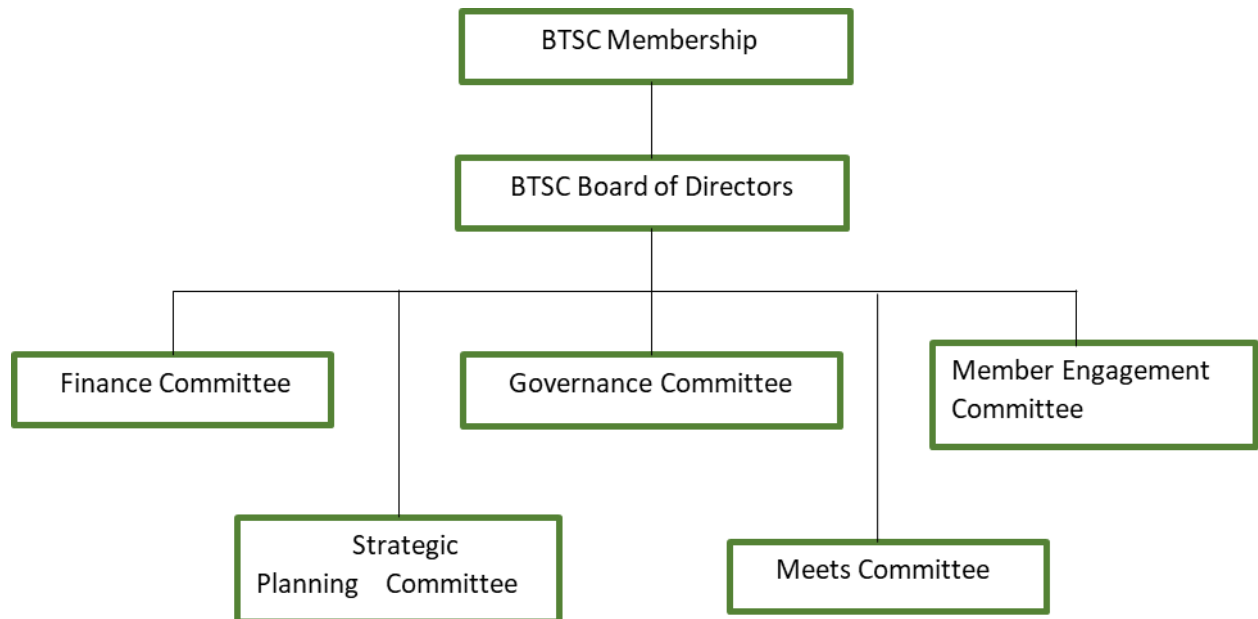
j. **Recruit and orient new board members and assess board performance.**

All boards have a responsibility to articulate and make known their needs in terms of member experience, skills, and many other considerations that define a "balanced" board composition. Boards must also orient new members to their responsibilities and the club's history, needs, and challenges. By evaluating its performance in fulfilling its responsibilities, the Board can recognize its achievements and reach consensus on which areas need to be improved.

k. **Participate and/or lead Board committees as defined by the BTSC Bylaws.**

The Board uses a committee structure to fulfil its primary responsibilities related to finances, fundraising, governance, strategic planning and performance management for the head coach. Members of the board lead and participate on these committees.

BTSC Board of Directors Structure:



BTSC Organizational Structure:

