



**Bobsleigh CANADA Skeleton
Board Member Job Description**

Preamble:

The BCS operates with a Policy Governing Board. That is, the Board governs the organization by making policies that determine the long-term direction of the BCS. Every Board member owes a fiduciary duty to the BCS and as such, acts honestly and in good faith, with a view to the best interests of the BCS. The Board hires a senior staff person (CEO) to implement the Board’s policies and to manage the day-to-day business of the BCS.

The following job description indicates expectations of a Board member and can also be used to orient a new Board member or evaluate current Board members’ effectiveness.

JOB DESCRIPTION

Position: BOARD MEMBER

Authority and Responsibility

The Board of Directors is the legal authority for the BCS. 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 the organization.

Requirements

Requirements of Board membership include:

1. Commitment to BCS Strategic Direction (see www.bobsleighcanadaskelton.com)
2. General attributes include: Knowledge of sport, business acumen, corporate and/or not for profit board experience, policy development, team player
3. As a whole, the Board should possess the following specific skills and experience (an individual Director is not expected to possess each of the key areas, but must possess more than one). Leadership, Government Relations, Funds Development/Advancement, Accounting & Finance, Legal, Strategic Change Management, Human Resources Management, Marketing/Communications, Entrepreneurship, International Sport Perspective, Political Capital
4. Willingness to serve on committees.
5. Attendance at regularly scheduled Board meetings including participation in Conference calls.
6. Attendance at meetings of assigned committees.
7. Attendance at Annual General Meetings.
8. Support of special events.
9. Support of and participation in fundraising events.
10. Sign and agree to comply with the BCS *Code of Conduct* Policy.

Term of Office of Directors (as per Bylaws 27)

Election and Term of Directors

- a) The designated President, and one of the Directors at Large shall be elected at each Quadrennial Annual General Meeting of members, to hold office until the next Quadrennial Annual General Meeting of members:
- b) The designated Vice-President, Treasurer and one of the Directors at Large shall be elected at the Annual General Meeting of members that is two years after the Quadrennial

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Annual General Meeting, to hold office until the Annual General Meeting of members that is two years after the next Quadrennial Annual General Meeting of members.

- c) The Athlete's Representatives shall hold office until the next Annual General Meeting of members.
- d) If a vacancy occurs on the board, then the board may elect an individual to replace the vacancy so created (including by electing one of their number to fill a designated office that is vacant, subject to section 26 of this by-law). The person elected to fill such a vacancy will hold the office until the next Annual General Meeting of members, at which time an election will be held to fill the vacant office for the unexpired portion of the term.
- e) Any director may be nominated to stand for re-election and hold office for an unlimited number of terms.

Number of Directors (as per Bylaws 26)

The board shall consist of the number of directors specified in the articles. If the articles provide for a minimum and maximum number of directors, then, subject to these by-laws, the board shall be comprised of the fixed number of directors as determined from time to time by the members by ordinary resolution if the ordinary resolution empowers the directors to determine the number, by resolution of the board.

Until such time as the composition of the board is changed in accordance with the articles and these by-laws, the board shall consist of seven (7) persons elected as follows (if the positions are then open for election):

All of the members shall elect, in the following order:

- 1. one (1) director designated as President,
- 2. one (1) director designated as Vice-President;
- 3. one (1) director designated as Treasurer; and
- 4. two (2) Directors-at-Large who shall not be officers of the Corporation.

Any person who is nominated as director for a designated office and who is defeated in that election may at his or her option be deemed to have been nominated as director for any other designated office at the same Annual General Meeting.

Class B members shall elect two (2) persons who shall be designated as "Athlete's Representatives"; provided that one of the Athlete's Representatives will be elected by Class B members that are bobsleigh athletes, and one will be elected by Class B members that are skeleton athletes.

Candidates to be elected to the board must be members in good standing and, subject to section 18, must be nominated by at least two members in writing. The nomination shall contain the nominee's consent to stand for election and a brief personal profile of the nominee. The slate of nominees proposed for election shall be circulated along with each profile with the notice of meeting. Candidates may also be nominated from those voting members present at the Annual General Meeting. No person that is the President of a Provincial/territorial association may be nominated as the director to be designated as the President.

Any director whose term has not yet expired, may be nominated to seek election to any other designated officer position on the board. In such case the person shall be required to vacate the designated position that he or she holds in order to accept the nomination and an election shall be held to fill the unexpired portion of his or her term.

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.

The Director must:

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1. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and senior staff.
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 BCS's organizational plan and annual review.
6. Approve BCS's budget.
7. Approve the hiring and release of the CEO, including the CEO's employment contract, based on the recommendation of any Hiring Committee as directed by the President.
8. Support and participate in evaluating the CEO.
9. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance BCS's mission.

Evaluation

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

Committees of the Board

The following are the present Committees of the Board:

A. Committees of the Board

- Audit & Finance Committee
- Marketing, Sponsorship, Events Advisory Committee
- Nomination Committee

B. Representative Committees

- a) **Athletes' Council** - The board may designate a committee to be known as the Athlete's Council. The Athlete's Council may be comprised of both active and retired athletes from the bobsleigh and skeleton disciplines who shall represent the views of athletes from the National and National Development Teams. From their membership, the Athletes' Council shall recommend two representatives for nomination as the Athlete's Representatives on the board.
- b) **Presidents' Council** - The board may designate a committee to be known as the Presidents' Council. The Presidents' Council shall be comprised of the President, and the presidents of the respective Provincial/territorial associations, and may also include business and sport leaders. The Presidents' Council shall meet at least once a year. The Presidents' Council shall provide a forum for the exchange of ideas and information.
- c) The board may from time to time appoint any other committee or other advisory body, as it deems necessary or appropriate for such purposes and, subject to the Act, with such powers as the board shall see fit.
- d) Any committee or advisory board may formulate its own rules of procedure, subject to such regulations or directions as the board may from time to time make. Any committee member may be removed by resolution of the board of directors.

Competency Matrix

In a continuing effort to have a broad complement of knowledge, competency and understanding the following matrix will be used as a guide to identify areas of deficiency in the board's makeup. This information will be used to assist the Nomination Committee's search as well as provide direction for retreats and professional development:

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Board Skill Set Matrix							
Personal Characteristics/Experience	President	Vice-President	Treasurer	Director at Large	Director at Large	Athlete	Athlete
Commitment to BCS's vision, mission, values and critical success indicator							
Commitment to the development of bobsleigh and skeleton							
Integrity and accountability							
Knowledge of or interest in sport as Athlete/Coach/Official/Volunteer							
Board experience/non-profit governance							
Believe in excellence							
Team player							
Skill Set/Board Member							
Financial/Accounting							
Legal							
Government relations							
Human Resources							
Marketing/Communications							
Entrepreneurial/Corporate Networks							
Facility Development							
Sport/General Administration							
Strategic change/planning							
Fund Development							

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