

Terms of Reference for Springbank Figure Skating Club

Terms of Reference for the Board of Directors

As volunteer leaders, board members play an important role in the success of an organization. Board members have significant legal and ethical responsibilities to their organization. Strong, knowledgeable boards help organizations gain credibility. The Board of Directors of the Springbank Figure Skating Club will work to provide leadership and support to the growth and development of our skaters and to adhere to the rules and policies of Skate Canada.

Definition and Legal Responsibility

The Board of Directors is a duly constituted body governing the society on behalf of the membership. Board members have a collective responsibility to run the affairs of the organization in accordance with the Not for Profit Corporations Act (*NFP*), the Societies Act and the bylaws of the Springbank Figure Skating Club and the rules and regulations of Skate Canada.

Role of the Club Executive

The Executive acts on behalf of the members to see that appropriate direction and decisions are made to ensure the successful operation and management of the Club. The Executive holds itself accountable to the members by ensuring all decisions and actions are consistent with club regulations, and club bylaws. The authority of the Executive resides with the entire Executive through motions by a majority of the Executive, not individual members.

Purpose of the Club

Our commitment is to provide a safe, enjoyable environment for our skaters. To provide programs that will help skaters grow and develop at any level. To encourage the instruction, practice and advancement of our skaters in all aspects of figure skating in accordance with the rules and policies of Skate Canada.

Executive Code of Conduct

The board shall:

- Act in a professional and unbiased manner
- Represent the interest of all members served by the Club
- Protect the confidentiality of all discussions at the Board table or by any other medium (eg. email correspondence)
- Respect and support in a positive manner all decisions of the Executive, even if you are in a minority position
- Maintain ethics and adhere to proper process to ensure all activities of the organization are carried out in a clear and transparent manner
- Attend all meetings when possible and be prepared to participate in an informed and responsible manner
- Consider all information received from all sources and base any personal decision upon available facts, not swayed by partisan bias of any kind
- Members of the Executive will inform other members when they are in a conflict of interest and will exclude themselves from any vote so related.

Meetings:

- Regular meetings shall be held monthly
- Agenda is to be set in advance and sent to Executive members.
- At all meetings: The agenda will be presented for approval
The minutes will be presented for approval
Club business to be conducted
A date for the next meeting will be established
- All Executive members will take part and review the agenda and all other documentation prior to the meeting
- Minutes will be taken and then sent to all Executive members for review
- Minutes will be posted to the website upon acceptance of the meeting minutes at the start of the next meeting

Quorum:

- A quorum of the Executive shall consist of five members of the Executive including the Chair

Club Executive

President

- Is elected at the Annual General Meeting
- Provides leadership and overall direction and administration to the business and operation of the club
- Chairs all regular and special meetings of the Board of Directors
- Ensures that all operations and activities of the Club are in accordance with its by-laws, rules and regulations of Skate Alberta/NWT/Nunavut and Skate Canada

Vice -President

- Is elected at the Annual General Meeting
- Takes on all duties of President when they are unable to do so
- Ensures that all operations and activities of the Club are in accordance with its by-laws, rules and regulations of Skate Alberta/NWT/Nunavut and Skate Canada
- Advertising
- Can serve on other special sub-committees that arise

Treasurer

- Is elected at the Annual General Meeting
- Attends all meetings and provides a current financial report
- Prepares annual budget in consultation with board members
- Meets with audit committee quarterly
- Pays all approved expenses promptly
- Records financial transactions and reconciles bank statements
- Submit reports to Alberta Registries as required

Secretary

- Is elected at the Annual General Meeting
- Records all minutes of Board of Directors Meetings, Committee Meetings if requested, and the Annual General Meeting
- When minutes are approved updates website with meeting minutes for members
- Can serve on other special sub-committees that arise
- Submit reports to Skate Alberta, Skate Canada as required

Test Chair

- Is elected at the Annual General Meeting
- Attends and reports at all Board meetings
- Communicates with Skate Alberta/NWT/Nunavut for booking test days
- Receives all test paperwork
- Enters Test results on Skate Canada Website
- When hosting a test day organizes schedule, evaluators, food, evaluator gift, etc.
- Provide test invoices to Registrar to enter into Uplifter
- Coordinate with other test chairs

Assistant Test Chair

- Is elected at the Annual General Meeting
- Works closely with Test chair to assist where needed
- Assist with the organization of test days where needed

Publicity Chair

- Is elected at the Annual General Meeting
- Collects and submits club news and events to appropriate resources like website, park patter
- Will make and distribute bulletin board posters
- Maintain display booth by collecting pictures

Volunteer Coordinator

- Is elected at the Annual General Meeting
- Organizes all paperwork and volunteers for casino
- Organizes volunteers for carnival
- Organizes volunteers for all other club activities
- Keeps track of volunteer hours

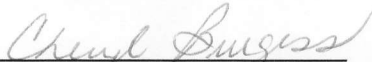
Member at Large

- Is elected at the Annual General Meeting
- Can take on duties of other positions to help out
- Can serve on other special sub-committees that arise

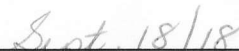
Acknowledgement

We, the undersigned, have read, understood and acknowledge our role and responsibilities as described in this "Terms of Reference" document.


Club Executive:



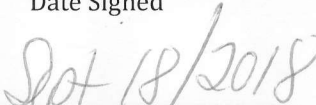
President Cheryl Burgess



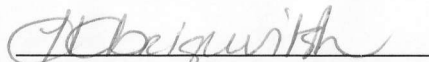
Date Signed



Vice-President Carol-Ann Titus



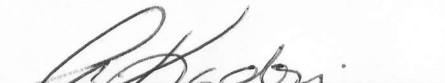
Date Signed



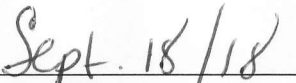
Treasurer Heather Obrigewitsch,



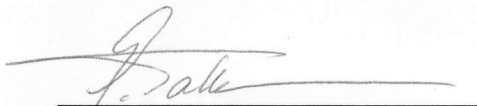
Date Signed



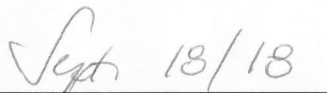
Secretary, Audrey Protopappas



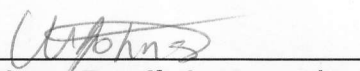
Date Signed



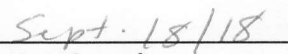
Test Chair, Gesche Tallen



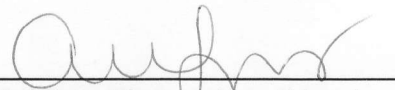
Date Signed



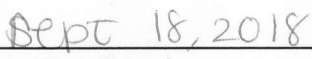
Assistant Test Chair, Marcy Johnson




Date Signed



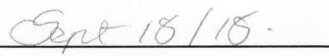
Publicity Chair, Arlene Abboud




Date Signed



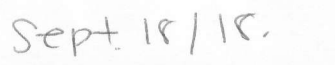
Volunteer Coordinator, Stacey Will



Date Signed



Member at Large, Suzanne Mitchell



Date Signed