

YORK CURLING CLUB

VOLUNTEER POSITION GUIDE



Board of Directors

Purpose/Goal of Position:

The York Curling Club's Board of Directors (BOD) is a group of up to 13 individuals who are collectively given the following responsibilities:

1. To give the curling club direction, establish a vision and establish the club's values.
2. To provide oversight and governance to ensure the financial and social accountability of the club to the community and its members.
3. To ensure the organization has policies and procedures to promote curling and maximize the curling experience for its members.
4. To ensure that the club has the resources it needs to perform its function.

The duties of the board collectively are stipulated in the bylaws of directors.

Philosophy

A key premise of our board is that it is designed to be a "collective" board in that each member represents all club members at all times and must conduct themselves as such. No board member represents a specific interest group, section of curlers, or area of specialty (e.g. fundraising, finance etc).

Our board can be viewed as a volunteer governing board that delegates performance of specific policies and procedures to paid staff and to volunteers alike.

Performance Expectations

Pre-requisites of a board member

- you should have a desire to see this organization develop and grow
- you should understand what this club does and how it contributes to the betterment of our community
- You should be an advocate for the club and representative for all

Expectations of a board member

1. *Loyalty* in upholding the interests of the organization
2. Avoid Conflict of interest – you have a responsibility to act in good faith.
3. Avoid exercising individual authority – you will be part of a board that speaks with one voice.
4. Exhibit appropriate conduct – your behaviour should reflect principles of fair play, ethics and straightforward communication.

5. Preparation for meetings – fulfillment and completion of specific assigned tasks.
6. Participate actively – attend meetings regularly with a view to asking questions and providing information as requested to aid the working knowledge of the board.
7. Maintain confidentiality – the board has a responsibility to define confidential issues.
8. Portray an appropriate image – present a positive view of the club

Potential Liability

The York Curling Club is a non-share capital corporation and as such limits a board member's liability. The key word being limits. Liability is not eliminated. The board must follow the bylaws of the organization under which it was founded

Specific instances of personal liability can arise in the following cases:

- non adherence to bylaws
- negligence or willful mismanagement
- conflict of interest whereby a member stands to gain personally from a transaction by the organization

Areas of responsibility within the board

Members of the board will be asked to oversee and take a specific interest in at least one of the following functions:

- Curling Committee
- Facilities
- Ice
- Bar
- Training
- Finance
- Membership and data base
- Bonspiels and Special events
- Volunteerism
- Strategic Development
- President
- Vice President

Typically the board member would act as the primary information provider to the board for their area of responsibility and would work with club staff and volunteers as required in addressing the issues of that specialty.

Time commitment

Ideally board members would serve for a 3-4 year term with a limited number of board members ending their term and being replaced each year. It is strongly suggested that at the completion of a board term a member only stand for re-election to the board after a minimum of 1 year off the board. Board meetings are approximately two hours each month, and time commitment varies depending on areas of responsibility.