



Canada Snowboard - Board of Directors Roles, Responsibilities and Expectations August 29, 2017

The Board is elected by the members of Canada Snowboard and is accountable to them. It is both a legally responsible body and represents the organization.

This document explains the roles, responsibilities and expectations of a Director on the Canada Snowboard Board.

A. Roles

The primary role of the Board is to create policies and oversee the work necessary to implement them. Specific responsibilities lie in the areas of:

1. Policies and Procedures
2. Management and Human Resources
3. Planning
4. Financial Issues
5. Business Management
6. Compliance Reporting and Communications

The Board of Directors shall act as a "policy" Board, providing strategic direction and planning. Responsibility for the day to day operations and achieving results are the responsibility of the Executive Director (E.D.).

As a policy board, the Board of Directors shall concentrate on providing leadership and direction to the organization through clearly articulated policies and goals. The strategic results to be achieved by Canada Snowboard and the guidelines placed on how these results are achieved shall be governed by Board policies and communicated to staff through the E.D.

The Board will allow the E.D. to administer operations and will not involve itself in management decision-making or in the day to day operations of Canada Snowboard. This approach will enable the Board to focus on creating, sustaining and fulfilling a vision. The Board will monitor and hold the E.D. accountable for results and progress.

The Canada Snowboard by-laws detail the composition, powers and legal responsibilities of the Board.

B. Responsibilities

The following table outlines the responsibilities for each area between the Board of Directors and E.D.:

AREA	BOARD	E.D.
Strategic Plan Development	Approves	Develops with Directors and Management input & recommendations
Performance to Strategic Plan	Monitors	Establishes strategies to achieve Provides regular variance reports
Day to Day Operations	No Role	Fully responsible with delegated tasks to Management Team
Hiring/Firing/Evaluation Executive Director	Full Responsibility	
Hiring Staff	No Role	Approves all hiring
Management Responsibilities	No Role	Develops & approves
Firing Staff	No Role	Makes termination decisions
Staff Grievances	No Role	Grievance stops with E.D.
Personnel Policies	Adopts	Recommends and administers
Staff Salaries	Approves line item in budget (total package)	Approves salaries with recommendations from Finance
Staff Evaluations	Evaluates ED	Evaluates Management
Media Response	President may be spokesperson	ED as official spokesperson
Member Liaison	As Assigned	Ongoing
Template Policies to share with Members	Approves	Develops and Circulates
Special Events	Host Role / Participant	Host Role / Management of Events
Budget	Approves and monitors variances	Develops and reports variances/year-end forecasts
Capital Expenses	Approves spending authority Approves purchases over spending authority	Quotes as per spending authority guidelines. Prepares requests to Board
Repairs & Maintenance	Major: Approves Minor: No role	Approval on prepared request from Management/B & P Committee
Fees & Dues	Approves	Develops & recommends
Billing, credit & collections	Approves policy	Proposes policy & implements

C. Requirements and Expectations

1. Board members are required to attend face-to-face meetings a minimum of 1 per year and usually no more than 2.
2. Board members are expected to participate in 1.5 - hour conference calls and devote 2 hours to preparation, approximately every 6 – 8 weeks.
3. Board members are expected to help raise the profile of the organization whenever possible.
4. Board members are to be involved in selected committees with specific work to be accomplished as detailed in the strategic plan. The Canada Snowboard Board of Directors has the following committees:
 - a. Executive Committee
 - b. Governance Committee
 - c. Finance and Audit Committee
 - d. Communications Committee
 - e. Nominations Committee
5. Board members are expected to fill a specific skillset on the Board, and provide guidance particularly in that functional area.