



## **Volunteer Position: Board of Director(s), Soo Finnish Ski Club**

**Purpose:** The position as one of the Board of Directors has oversight of all Soo Finnish Ski Club activities and the Hiawatha Highlands operations. The Board of Director(s) provide guidance to the executive committee and is(are) accountable for all decisions made by the Board.

The Board of Directors is comprised of the following positions: President, VP Operations, VP Programs, Secretary, Treasurer plus all General Board Members elected at the annual general meeting.

### **Key Responsibilities:**

- Attends monthly club meetings and any Board of Director meetings as scheduled
- Ensures the board, its committees, and its members work to achieve the mission of the club.
- Ensures the organization works with integrity, transparency, efficiency and accountability.
- The duty of diligence (also referred to as fiduciary duty) – to act in good faith and in the best interest of the organization through such actions as:
  - Staying informed of reading minutes, agendas and support material
  - Attending board and club meetings regularly and voting on issues brought before the board
  - Being knowledgeable about the policies and operations of the organization
- The duty of loyalty – to place the interest of the organization first through such actions as:
  - Avoiding and/or declaring conflicts of interest
  - Representing the organization in a positive manner
  - Respecting confidentiality
- The duty of management – to act and make decision in line with the governing policies and bylaws of the organization through such actions as:
  - Understanding the scope of authority for staff and directors
  - Regularly reviewing bylaws and policies
  - Ensuring legal requirements related to governance, incorporation, etc. are met
- Understanding the requirements of laws and standards related to the organization
- Informed about risk management and financial and human resource management
- With regards to financial management, directors should ensure:
  - Auditors are appointed annually and audit reports are reviewed thoroughly
  - Finance committees are in place and financial reports are provided and reviewed regularly



- o Safeguards are in place for financial resources, including banking and back-ups of financial reporting documents
- o Policies are in place and monitored that are related, but not limited to, investing, use of credit cards, signing authorities and fundraising
- o They are knowledgeable about revenues and costs of the organization

#### **Length of Appointment:**

- One year term. In accordance to the club by-laws board members, including active Executive, must step down annually and resubmit their name for election for the upcoming term.

#### **Time Commitment:**

- 7-9 p.m. on the first Wednesday of the month - Sept - May plus prep time for each monthly meeting.
- Attendance and participation at Club Committee and Ad Hoc Committees is variable, depending on the activity of the committee.
- Attendance of BOD meetings as required, during the year.

#### **Qualifications:**

- Basic organizational skills. Understanding of the working committees, the scope of accountabilities and organizational structure for Soo Finnish Ski Club and Hiawatha Highlands.
- Understanding of the history, organizational structure, and the long term relationship with land use agreements and their relationships. Ability to focus on long term strategy.
- Should be knowledgeable of, or willing to acquire the knowledge of, basic not-for-profit board governance and administration.
- The incumbent must be a Nordic skier and trail user.

**Support:** Support from the Executive Committee – President, VP of Programs, V.P. Operations, Secretary; Treasurer, Committee Chairs and all General Board Members.

#### **Tasks:**

- Develop and implement the strategic plan
- Provide guidance and direction to working committees, when required, and liaise back to the board