

Dragonboat Association of Southern Alberta

Board of Directors Roles and Responsibilities



January 20, 2021

Approval Date

Review Date



Board of Directors General Information

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.

Director Requirements

- *Must be a DASA member in good standing*
- *Must hold or be willing to acquire a valid First Aid Certificate (may be completed during the first year of accepting the position)*

Term Details

1. Directors are elected by the membership at the Annual General Meeting and serve for a two-year term.
2. Electoral dates of Board positions are divided up into **EVEN** and **ODD** years.
3. Directors may be released at the end of the elected term, by resigning, or according to DASA bylaws.
4. Positions will be elected as follows:
 - President: 2020-2022 (moves into Past-President Position)
 - Vice President: 2020-2022 (moves into President Position)
 - Secretary: 2020-2022
 - Treasurer: 2019-2021
 - Technical Director: 2019-2021
 - Communications Director: 2019-2021
 - Safety Director:
 - Team Liaison: 2020-2022
 - Youth Director: 2020-2022

Executive

The Executive consists of the President, Vice-President, Treasurer and Secretary

General Duties of the Executive Committee

The Executive Committee must:

1. Attend monthly board meetings either in person or virtually. Director's must be in attendance for a minimum of 75% of monthly board meetings (missing no more than 3 meetings/year).
2. Attend executive board meetings (as required)
3. Approve, where appropriate, policy and other recommendations received from the Board and its standing committees.
4. Monitor all Board policies.
5. Review the bylaws, policy manuals, and recommend bylaw changes to the membership.
6. Review the Board's structure, approve changes, and prepare necessary bylaw amendments.



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7. Participate in the development of, DASA's organizational plan and annual review.
8. Approve DASA's budget.
9. Assist in developing and maintaining positive relations among the Board and committees., and community to enhance DASA's mission, vision and core values.
10. Annually reviews the Board Member Job Descriptions. Recommended changes are presented to the Board.

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Board of Director's Code of Conduct

Directors' must:

1. Demonstrate ethical and professional conduct to maintain the confidence of the membership and the public. This commitment includes proper use of authority and appropriate actions in group and individual behavior when acting as Board Members.
2. Attend monthly board meetings either in person or virtually. Director's must be in attendance for a minimum of 75% of monthly board meetings (missing no more than 3 meetings/year).
3. Be loyal to the interest of the membership over and above any:
 - a. Loyalty to advocacy or interest groups, and membership on other boards or staffs.
 - b. Personal interest of any Board Members acting as an individual consumer of this organization's services.
 - c. Board members are trustees of public confidence and securities. They must avoid any conflict of interest.
 - d. There must be no personal dealing, or any conduct of private business or personal services between any Board Member and the Society. Exceptions can occur only when there is openness, competitive opportunity, and equal access to information.
 - e. Board Members must not exert any individual authority over the Society except as stated in the Societies' policies.
 - f. Individual Board Members do not have any authority to speak for the Society when they interact with staff, the public, the press and other entities unless granted this authority by the whole board.
 - g. Board Members deal with outside entities or individuals, with clients and staff, also with each other using fair play, ethics, and straightforward communication.

Review:

Approved:

Board Roles and Responsibilities

President

Two-Year Term: After Two-Year Term, the Vice-President Steps into President Position

Responsibilities:

- Provides leadership to the Board of Directors.

UPDATE: Version 10 – January 20, 2021



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- Ensures the Board adheres to its bylaws and constitution.
- Prepares the Board's agenda with input from Board Members.
- Chairs the meetings of the Board.
- Encourages Board members to participate in meetings and activities.
- Keeps the Board's discussion on topic by summarizing issues.
- Keeps the Board's activities focused on the organization's mission, vision and core values.
- Evaluates the effectiveness of the Board's decision-making process.
- Chairs the meetings of the Executive Committee.
- Makes sure that a committee chairperson is appointed.
- Orients Board Members and committee chairpersons to the Board.
- Serves as ex-officio member of committees and attends their meetings when needed.
- Makes sure there is a process to evaluate the effectiveness of Board Members, using measurable criteria.
- Recognizes Board Members' contributions to the Board's work.
- Acts as one of the signing officers for cheques and other documents, such as contracts and grant applications.
- Plays a leading role in supporting fundraising activities.
- Promotes the organization's purpose in the community and to the media.
- Prepares a report for the Annual General Meeting.
- Leads the Executive Committee which manages and makes sure programs and services are implemented.
- Acts in the role of a service volunteer, as well as a board volunteer, to assist in operating programs.
- Ensures that the Board governs as well as manages programs and services.
- Notifies Board Members of meetings.
- Makes sure that there is a quorum at Board Meetings.
- Files the annual return, amendments to the bylaws and other incorporating documents with the Corporate Registry.
- Receives and reads all correspondence and brings it to the attention of the appropriate officer.

Requirements:

- *Holds a Standard First Aid Certificate (completed within the first year of accepting President position)*

Vice President (VP)

Two Year Term: After Two-Year Term, the Vice-President Steps into President Position

Responsibilities:

- Acts in the absence of the President.
- Serves on the Executive Committee.
- Works cooperatively to learn the duties of the President.
- Interacts with all director's and stays involved in all issues.
- Promotes the organization's purpose in the community and to the media.



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- Acts in the role of a service volunteer, as well as a board volunteer, to assist in operating programs
- Prepares to serve a future term as President when term as VP is complete.
- May act as a signing officer for cheques and other legal documents.
- Orients the new Vice-President when term is complete.

Requirements:

- *Holds a Standard First Aid Certificate (completed within the first year of accepting Vice-President position)*

Secretary

Two Year Term – Even Years

Responsibilities:

- Serves on the Executive Committee.
- Keeps copies of the organization's bylaws and the Board's policy statements.
- Keeps lists of officers, Board Members, committees, email lists, and General Membership.
- Brings official minutes to meetings.
- Keeps record of Board attendance (part of minutes).
- Keeps accurate minutes of meetings.
- Records all motions and decisions of meetings.
- Records all corrections to approved minutes at following board meeting.
- Keeps copies of minutes of both Board and committee meetings (when committees are established).
- Distributes copies of minutes to Board Members within 7 days after the meeting.
- Signs official documents of the organization as required.
- Ensures members are notified of General Meetings (if requested).
- In the absence of the President or Vice President chairs Board meetings.
- Orients the new Secretary.

Requirements:

- *Good computer skills*
- *Holds a Standard First Aid Certificate (completed within the first year of accepting Secretary position)*

Treasurer

Two Year Term – Odd Years

Responsibilities:

- Serves on the Executive Committee
- Gives regular reports to the Board on the financial state of the organization.
- Keeps financial reports on file.



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- Orients the new Treasurer.
- Acts as signing officer, with another officer or Executive Director, for cheques and other documents.
- Keeps accurate accounts of Board receipts, and disbursements for Board-related expenditures.
- Speaks for the budget in partnership with the President.
- Makes sure all necessary financial reports are filed.
- Responsible for the accounting of the funds of the organization, its budget, and expenditures.
- Keeps full and accurate accounts of all organizational receipts and disbursements.
- Receives and banks all monies due to the organization.
- Disburses all monies as directed by the Board.
- Prepares and monitors overall budget.
- Prepares program budgets with Program Chairperson.
- Files necessary financial reports, tax reports and audits.
- Prepares for the financial review of the membership elected auditors.
- Collect and record membership dues, Issues receipts.

Requirements:

- *Holds a Standard First Aid Certificate (completed within the first year of accepting Treasurer position)*

Past President

Ex Officio – Two Year Term

Responsibilities:

- Supports current Chairperson.
- Serves on the Executive Committee
- Chairs the nominating Committee, for recruitment of new Board Members.
- Assists with Board recruitment and orientation to the Board.
- Assists with Board training.
- May chair special events.
- Provides historical continuity, about the Association's activities, Add any other duties in the note below.

Note: Past Chairperson is an ex-officio position, which means by virtue of office. Past Chairperson is not an automatic position on a board. Only the previous Chairperson can fill this position. If this position becomes vacant during the year, it is not filled. It remains vacant until there is another past Chairperson.

Communications Director

Two Year Position – Even Years



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Responsibilities:

- Manages Website and Social Media sites such as Facebook, Twitter, Website,
- Responsible for public notifications, and media contact.
- Responsible for DASA's public domain/image.
- Creates posters for events (or oversees creation)
- Responsible for sending email distributions to membership
- Maintains good communication with membership

Requirements:

- *Good communication skills*
- *Holds a Standard First Aid Certificate (completed within the first year of accepting Director position)*

Youth Programming Director

Two-Year Term – Even Years

Responsibilities:

- Responsible for youth program details
- Responsible for recruiting volunteers and managing police record checks.
- Responsible for recruiting youth for programming
- Responsible for record keeping of youth crew, such as sign-in and out at events
- Deals with any issues arising from youth sessions.
- Prepares annual budget for youth program
- Completes incident reports (if required) and submits to Executive.
- Sets up annual youth related activities, e.g. Nature Day, Canada
- Works with Technical Director to deliver a coaching program to the Youth.

Requirements:

- *Dragonboat Canada Level 1 Community Coaching Certificate (can be completed within the first year of accepting the Youth Director position)*
- *Holds a Valid Standard First Aid Certificate (completed within the first year of accepting Director position)*
- *Police Record Check*

Safety Director

Two Year Term – Odd Years

Responsibilities:

- Responsible for the emergency action plans for DASA practices and events
- Orchestrates table-top or live exercises of Emergency Action Plan (EAP) scenarios
- Prepares annual budget for maintenance.
- Prepares capital budget for boat replacement.
- Oversees responsibilities of equipment manager (assigned by DASA Board of Directors)



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- Collaborates with Dragon Boat Canada to ensure continuity in safety procedures.
- Ensures incident reporting protocols and procedures are carried out, including follow-up.

Requirements:

- *Holds a DBC level 1 Officials training (must be completed within the first year of term, preferably before the lake practices begin in spring)*
- *Holds a Valid Standard First Aid Certificate (completed within the first year of accepting Director position)*

Technical Director

Two Year Term – Odd Years

Responsibilities:

- Responsible for Coach training, recruiting, and scheduling.
- Responsible for Steer training, recruiting, and scheduling.
- Responsible for Drummer training, recruiting, and scheduling.
- Organizes training clinics for Coaches, Steers, Drummers and Officials.
- Works with Safety Director and Dock Master to ensure safety of all paddlers, coaches, steers, and volunteers, including monitoring weather, water and environment conditions.
- Prepares training schedules for Lethbridge Rotary Dragonboat Festival (LRDBF)
- In charge of all facets of LRDBF practices program
- Prepares Incidents Reports (when required) and submits to Executive
- Prepares lesson plans for youth program and community coaching
- Prepares training schedules for local events/crews
- Prepares budget for training requirements
- Liaise with Dragonboat Canada (DBC)
- Liaise to LRDBF Chair

Requirements:

- *Dragonboat Canada Level 1 Community Coaching Certificate (preferable to have Level 2 Competitive Coaching Certificate)*
- *Level 1 Dragonboat Canada Officials Certification*
- *Holds a Valid Standard First Aid Certificate (completed within the first year of accepting Director position)*

Fundraising/Sponsorship Director

Two Year Term – Even Years

Responsibilities:

- Direct DASA fundraising / sponsorship activities including:
 - Responsible for overseeing fundraising efforts.
 - Responsible for overseeing all sponsorship efforts.



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- Responsible for AGLC adherence, applying for approvals for casino, 50/50, etc.
- Responsible for sponsorship programs, (program levels and documents).
- Responsible for overseeing fundraising / sponsorship committees when required.

Requirements:

- *Holds a Valid Standard First Aid Certificate (completed within the first year of accepting Director position)*

Team Liaison

Two Year Term – Even Years

Responsibilities:

- Respectfully keeping apprised of other local dragon boat crews with boats. (Team ID, Abreast of 'Bridge, Lethbridge College).
- Managing DASA crews to festivals (Dragoons).
- Maintaining relationship with DASA Competitive Teams (Coulee Cruisers and Coulee Classics).
- Maintaining relationships with crews with full memberships to DASA
- Liaising with community teams to foster interest in DASA
- Working with Technical Director to share and deliver programming information
- Working with Youth Director to foster relationships with youth and encourage continued participation in dragon boating

Requirements:

- *Holds a Valid Standard First Aid Certificate (completed within the first year of accepting Director position)*
- *Must have excellent communication skills*

Fundraising/Sponsorship Director

Two Year Term – Even Years

Responsibilities:

- Responsible for all fundraising efforts.
- Responsible for all sponsorship efforts.
- Responsible for AGLC adherence when applying for approvals for casino, 50/50, raffles, and other AGLC regulated activities.
- Responsible for sponsorship programs, (program levels and documents).

Requirements:

- *Holds a Valid Standard First Aid Certificate (completed within the first year of accepting Director position)*

Chinese Community Director



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Two Year Term

Responsibilities:

- Responsible for the adherence to cultural programming.

Requirements:

- *Appointed by the Lethbridge Chinese Culture Society.*

Board Committees

The Board creates Board committees, to help do its work. Effective committees require effective chairpersons. Board committees are chaired by Board Members. However, these committees may be composed of members of organizations and community representatives who are not Board Members.

Committee Chairperson:

- Reviews the terms of reference and mandate of the committee as outlined by the Board.
- Recruits an appropriate number of committee members to carry out the mandate.
- Orients members to the committee's mandate and position in the organization.
- Calls committee meetings and develops agendas with the input of the members.
- Chairs committee meetings.
- Encourages members to participate.
- Keeps discussion on topic by summarizing issues.
- Guides the committee through its meetings to fulfill the committee's purpose.
- Recognizes each member's contribution to the committee's work.
- Delegates appropriate tasks to individual committee members.
- Plans and evaluates the committee's work with the help of the members.
- Makes sure meeting minutes, and other relevant information are recorded and filed.
- Reports the committee's progress to the Board of Directors and the membership on a regular basis.