

## **SCHEDULE A:     **DIRECTOR ROLES & RESPONSIBILITIES****

Revision Date: February 15, 2011

### **Roles and Responsibilities of a Board of Directors**

The law requires that independently incorporated not-for-profit organizations be governed by a Board with individual members referred to as Directors. A Director is one who accepts and holds a "public trust". Public trust is the obligation placed on Directors to maintain, preserve, further develop and expend resources and to ensure that the organization's activities remain in the public domain to benefit this and future generations. It refers to the obligation placed on Directors to provide governance for the benefit of the organization's public.

### **Legal Responsibilities**

Fiduciary	A Director holds a position of trust and must act honestly, in good faith and in the best interests of the District. A Director has an obligation of loyalty and duty to uphold the integrity of the District.
Skill and Diligence	A Director must exercise that degree of skill and diligence that can reasonably be expected from someone of his or her knowledge and expertise.
Duty of Care	A Director has a duty to be informed about the state of the business and affairs of the District. This responsibility includes ensuring that the District is properly managed and its property and assets suitably cared for.
Conflict of Interest	A Director must not let personal interests or the interests of a third party conflict with those of the District. If a conflict arises, the Director must declare their conflict and is forbidden from exploiting his or her position. A Director who is in any way, directly or indirectly, interested in a contract or arrangement with the District must declare his or her interest at a Board of Directors' meeting and subsequently refrain from any involvement in decisions around such contracts or arrangements.
Conduct	A Director must not allow his or her conduct as a Director to serve personal ends.
Confidentiality	Directors are not permitted, either during or after their term of office, to use information inappropriately which is deemed confidential by the District.

### **Moral Responsibilities**

Each Director has a moral responsibility to want to serve the District and to see it develop and grow. Directors should wholeheartedly believe in the importance and value of the District.

A Director should be able to endorse the vision, values and mission without reservation. Directors should act as advocates and build strong relationships within the community. Directors commit the time, energy and expertise needed to ensure a positive future for the District.

## **President**

- 1) Serves as the chief volunteer of the District.
- 2) Chairs meetings of the Board of Directors.
- 3) Serves ex officio as a member of committees and attends their meetings at his or her discretion.
- 4) Ensures that board matters are handled properly, including committee functioning, recruitment of new board members, orientations, and meeting preparation.
- 5) Helps guide and mediate board actions with respect to organizational priorities and governance concerns.
- 6) Oversees financial planning and financial reports.
- 7) Evaluates the performance and effectiveness of the District Board and ensures it achieves its mission and objectives.
- 8) Liaise with the media and represents the District to the community.
- 9) Succession planning.
- 10) May delegate to the Directors other duties which may include but not be limited to human resources, grants and corporate sponsorship, legal matters etc.
- 11) Prepares agenda for Board meetings

## **Vice President**

- 1) Acts as the President in his or her absence.
- 2) Reports to and works closely with the President to assist with his or her duties.
- 3) Performs other duties as assigned by the President.
- 4) District Scholarship Program.

## **Secretary**

- 1) Maintains records of the Board and ensures effective management of the DRSA's records.
- 2) Manages the Minutes of Board meetings.
- 3) Correspondence.
- 4) Oversees record keeping and distribution of Board minutes.
- 5) Governance Committee Member.
- 6) Communicates Board meeting dates.
- 7) Prepares agenda for Board meetings.

## **Treasurer**

- 1) Manages the finances of the organization, including the Boards review of and action related to financial responsibilities.
- 2) Ensures appropriate and accurate reports are made available to the Board.
- 3) Regularly reports to Board on key financial events, trends, concerns, and assessment of fiscal health.
- 4) Provides annual budget to the Board for member's approval.
- 5) Oversees development and review of financial procedures and systems.
- 6) Chairs the Finance Committee.
- 7) Recommends at the AGM the selection of an auditor.

## **Director – Discipline and Appeals**

The Director is responsible for:

- District discipline
- Overseeing the Discipline & Appeals Workshops and Discipline Certification Workshops
- Liaising with club and league Discipline Chairs as required
- Liaising with staff as required
- Sits on the Discipline & Appeals Committee

## **Director – Governance**

The Director is responsible for:

- Reviewing the DRSA Constitution, Policies & Procedures and League Agreements as directed by the Board
- Annual membership review
- Club Excellence review with the Regional Coordinator
- Organizational structure development
- Communicating governance updates to affected parties
- Liaising with staff as required
- Sits on the Governance Committee

## **Director – Risk Management Educators (Female)**

The Director is responsible for:

- Club audits
- Assisting clubs in the establishment of programs
- Overseeing Volunteer Screening workshops, Just Play program, and Respect in Sport
- Liaising with staff as required
- Sits on the Risk Management Committee

## **Director – Risk Management Educators (Male)**

The Director is responsible for:

- Club audits
- Assisting clubs in the establishment of programs
- Overseeing Volunteer Screening workshops, Just Play program, and Respect in Sport
- Liaising with staff as required
- Sits on the Risk Management Committee.

## **Director – Public Relations**

The Director is responsible for:

- Overseeing the planning and implementation of events, including District fundraising and sponsorship matters as directed by the Board. Some of the events may include but not be limited to Volunteer Recognition Awards, Durham Women in Soccer and fundraising events etc.
- Liaising with staff as required
- Sits on the Event & Awards Sub-Committee

**Director – at Large (2)**

Shall assist the Board and undertake duties as assigned by the Board.

**Immediate Past President**

Shall assist the Board and undertake duties as assigned by the Board.