

## **Roles and Responsibilities of the Board of Directors of SAPC**

### **Introduction**

The board of the St Albert Pickleball Club is elected by the membership and is subject to the requirements of the Alberta Societies Act, the bylaws of the club and direction given by a majority of SAPC members at a General or Special Meeting.

The board provides policies, procedures, and guidelines for the orderly running of the club. Through job descriptions and committee mandates the board may delegate some of its responsibilities, while still remaining accountable for actions taken on its behalf.

### **Background**

As in all human endeavour, in working towards the goals (incorporation objects) of SAPC, there is a potential for unintentional, or even willful harm to others. Laws are enacted to regulate how individuals and corporations can pursue their activities while preventing harm to others. Federal and provincial laws specifically define how incorporated non-profit societies should direct their affairs.

The law requires that Directors:

- act honestly and in good faith with a view to the best interests of the Club;
- exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

Directors are appointed to govern the affairs of the club in these areas:

- Duty of care for others;
- Duty of loyalty to the society;
- Duty of obedience to the bylaws and policies of the society.

The duty of care is to our community at large, to our supporters, to our club members, to our volunteers and to our board members.

Good governance requires a clear and mutual understanding of who is accountable for what within the organization and an open relationship of trust and confidence between the board, volunteers and members.

The bylaws, policies, decisions and plans are the means by which the board meets SAPC's duty of care, while providing all the benefits of belonging to SAPC.

### **Specific responsibilities of the board:**

1. Determine a governance model and ensure that appropriate organizational policies, procedures and structures are in place to meet the duty of care, loyalty and obedience.
2. Develop and maintain a mission and strategic plan for the Club.
3. Ensure that effective committees and job descriptions are in place to deliver the required programs.
4. Maintain effective partnerships and communication with the community, the club's members and its stakeholders.

5. Maintain fiscal responsibility, including raising income, managing income, and approving and monitoring annual budgets.
6. Ensure transparency in all communication to members, stakeholders and the public.
7. Evaluate the board and the club's activities in relation to a strategic plan.
8. Evaluate the work of the board of directors.
9. Ensure continuous renewal of the board, and plan for the succession and diversity of the board.

Board Approved: **July 9, 2018**

Reviewed: