

Board Positions, Roles, and Responsibilities

Introduction

This document provides an overview of the key positions within The St. Francois Xavier Community Club Board of Directors, their respective roles, and the associated responsibilities. It serves as a guide to help board members understand their individual and collective duties in fulfilling the governance and strategic oversight.

Board of Directors Overview

The Board of Directors (the "Board") is responsible for overseeing the SFX CC's activities and ensuring that the organization fulfills its mission while maintaining its long-term sustainability. The Board makes key decisions on corporate policy, strategy, finance, and risk management.

The Board meets monthly, typically on the first Wednesday. Sub-committee meetings are operated on a case-by-case basis. Roles are served as 2-year terms.

Key Board Positions and Their Responsibilities

President of the Board

The Chairperson (or Board President) is the leader of the Board and acts as the primary liaison between the Board and the Club's management. They play a crucial role in ensuring the effectiveness of the Board.

Primary Responsibilities:

- Lead Board meetings and ensure that they are conducted efficiently and effectively.
- Set the agenda for Board meetings in collaboration with the Secretary.
- Provide leadership and guidance to Board members.
- Represent the Club at external events, meetings, or functions.

Vice President

The Vice President supports the President and stands in for the President in their absence. They often take on special assignments and may oversee specific areas of Board activities.

Primary Responsibilities:

- Assist the President in fulfilling their responsibilities.
- Assume the President's duties when they are unavailable or incapacitated.
- Lead specific committees or projects as assigned.
- Provide mentorship and support to other Board members.

Secretary

The Secretary is responsible for maintaining the official records of the Board and ensuring that all governance documents are properly documented and filed.

Primary Responsibilities:

- Maintain accurate minutes of Board meetings and distribute them to Board members.
- Ensure compliance with legal and regulatory requirements by keeping corporate records up to date.
- Handle Board communications, including notices for meetings and voting ballots.
- Ensure proper documentation of Board decisions, policies, and actions.
- Assist with organizing Board meetings and ensuring quorum is met.

Treasurer

The Treasurer is responsible for overseeing the financial health and integrity of the organization. This role typically involves financial reporting and managing the organization's budget.

Primary Responsibilities:

- Oversee the preparation of financial statements and ensure their accuracy.
- Monitor financial performance and ensure adherence to the organization's budget.
- Provide advice and guidance on financial matters to the Board.
- Chair the Audit Committee (if applicable) and liaise with external auditors.
- Ensure that financial policies and practices are in compliance with laws and regulations.

Committee Chairs

Board committees are subgroups of the Board that focus on specific areas such as events, maintenance, or marketing. Each committee is typically led by a Committee Chair, who is responsible for leading the committee's activities and ensuring it reports back to the full Board.

Primary Responsibilities:

- Lead the committee in executing its duties and responsibilities.
- Ensure that committee meetings are productive and focused on key issues.
- Report committee findings and recommendations to the full Board.
- Ensure that the committee operates within its established scope and authority.

****Board Committees****

In addition to the general positions listed above, the Board may establish various committees to help manage its duties effectively. Board committees are as follows:

1. Rentals
 - a. BOARD POSITION
 - b. *Responsible for communicating with potential renters*
 - c. *Provide contracts and proper paperwork*
 - d. *Organize Club calendar (Gmail)*
2. Regulations
 - a. BOARD POSITION
 - b. *Ensure proper licenses and permits are in place for events*

3. Events/Programming
 - a. BOARD POSITION
 - b. *Liaison between the Events sub-committee and Board*
 - c. *Report information to the main Board*
4. Social Media
 - a. BOARD POSITION
 - b. *Main communicator for emails, Instagram, Facebook, etc*
 - c. *Manage the main website*
 - d. *Upload/coordinate any ticket purchasing, registration*
 - e. *Post information required to social media channels from any other sub-committees*
5. Renovations
 - a. BOARD POSITION
 - b. *Lead position in regards to planning, communicating and executing building renovations*
6. Maintenance
 - a. BOARD POSITION
 - b. *Lead position in regards to planning, communicating and executing building maintenance (ex. Parking lot, small repairs, etc.)*
7. Fundraising
 - a. BOARD POSITION
 - b. *Source/manage specific Club fundraisers*
 - c. *Communicate with social media for advertising/ community awareness*
 - d. *Communicate with Treasurer for reconciliation*
 - e. *Ability to form committee of other community members for support*
8. Rink/Grounds
 - a. Board Position NOT required, seasonal
 - b. *Lead position in regards to planning, communicating and executing building maintenance (ex. Parking lot, small repairs, etc.)*
9. Spring Sports
 - a. Board Position NOT required, seasonal
 - b. *Organize jerseys and distribution*
 - c. *Coordinator, main contact and organizer of spring Baseball/Soccer*
 - d. *Ability to form committee of other community members for support*
 - e. *Use of TeamLinkt account for organization*

Board Members - Members at Large

Board members (also known as directors) are responsible for providing strategic oversight, guidance, and support to the management of the organization. They are expected to act in the best interest of the organization and its stakeholders.

Primary Responsibilities:

- Attend Board meetings and actively participate in discussions.
- Review and approve major decisions, including strategic plans, budgets, and financial reports.
- Provide expert advice and insights based on individual skills and expertise.
- Monitor the performance of the executive, and ensure that the organization is operating effectively and ethically.
- Oversee risk management and ensure that adequate internal controls are in place.
- Commit to the organization's mission and help promote its goals.

Conclusion

The Board of Directors plays a critical role in the governance and oversight of The Club.

Understanding the roles and responsibilities of each Board position ensures that the Board operates effectively and fulfills its fiduciary duties. It is essential that Board members work collaboratively and remain focused on the long-term interests of the organization and its stakeholders. By fulfilling their roles, Board members help to build a strong foundation for the organization's continued success and sustainability.