**ROLES AND RESPONSIBILTIES OF ALBERTA RACQUETBALL BOARD OF DIRECTORS**

**Authority & Responsibility**

The Board of Directors is the legal authority for the Alberta Racquetball Association. As a member of the Board, a Director acts in a position of trust for the community. Their primary responsibilities are to strategically direct and lead the Association.

The following are some of the governance duties of the Board of Directors:

* Commitment to vision, mission, and values and guided by strategic plan.
* Ensure that the ARA has capable management and that there are clear goals between the Board and any staff or Board-appointed positions.
* Ensure that the ARA has proper financial monitoring and recording functions in place and that there is an arms-length financial review through an audit or equivalent.
* Ensure that the needs of the association’s membership are met.
* Ensure that the association is managed in a transparent and open manner and is accountable to its members.

**Requirements**

Requirements of Board membership include:

* Commitment to the work of the organization.
* Knowledge and skills in one or more areas of Board governance; policy, finance, programs, personnel, and advocacy.
* Willingness to serve on committees and support advocacy initiatives.
* Attendance at 80% of Board meetings.
* Attendance at meetings of assigned committees.
* Attendance at Annual General Meetings.
* Support of special events.
* Support of, and participation in, fundraising events.

**Term**

Elected Positions:

* Directors are elected by the membership at the Annual General Meeting to a two year term in a specific position
* Elections for specific positions are staggered in the following manner:
	+ Even-numbered years – President, Casino & Grant Director, and Marketing & Promotions Director
	+ Odd-numbered years – Treasurer, Membership Director, and Program Director

**BOARD POSITIONS & DUTIES**

**President**

As the chief executive officer of the ARA, the President is responsible for ensuring that the current and future long-term plans of the Alberta Racquetball Association are carried out. The President is an ex-officio (non-voting) member of the Board.

The President shall:

* + - Be responsible to the membership and the Board to provide leadership in the areas of policy, planning, implementation, and administration of the Association;
		- Be responsible for coordinating the activities of the Board and staff. The president is also responsible for ensuring that they conduct their duties in accordance with the policies, procedures and bylaws as outlined;
		- Monitor the progress of all projects, programs and activities;
		- Preside as Chair-Person at the Annual and General Meetings of the Association and at meetings of the Board and the Executive Committee;
		- Be one of the signing authorities of the Association;
		- Be the official spokesman of the Association, representing the ARA when its presence is requested;
		- Oversee and supervise ARA staff;
		- Act as an ex-officio member of all committees and attend meetings where necessary and feasible;
		- Conduct telephone or electronic votes of the board of directors when urgent situations arise and a meeting is not possible;
		- Attend or send a representative to all meetings requiring representation from the ARA;
		- Maintain a continued liaison with Racquetball Canada, including attending all Racquetball Canada meetings and conference calls;
		- Distribute any information from Racquetball Canada to the Membership, Board, and Staff;
		- Perform such other duties as may from time to time be established by the Board; and
		- When desirable and in the best interests of the association, delegate these responsibilities to another member of the association.

**Treasurer**

The Treasurer is responsible for the administration and management of the financial assets and liabilities of the Association.

The Treasurer shall:

* Oversee all financial transactions of the association including budgets, banking, monthly and yearly financial statements, as well as the development of any financial reports as required by ASC or AGLC.
* Keep proper accounting records as required by the Societies Act;
* Be one of the signing authorities of the Association;
* Collect and record all dues and other funds received by the Association;
* Write all checks for expenditures and retain cancelled checks and receipts;
* Cause to be deposited all monies received by the Association in the Association’s bank account;
* Provide the Board with an account of financial transactions and the financial position of the Association on a monthly basis;
* Ensure policies and processes for financial accountability including evaluation are in place and followed;
* Prepare annual budgets; and
* Perform such other duties as may from time to time be established by the Board.

**Membership Director**

The Membership Director is responsible for the administration and management of the membership directory. The Membership Director is also responsible for ensuring proper meeting minutes are taken and distributed to the Board.

The Membership Director shall:

* In partnership with the Marketing / Promotion Director, develop and implement initiatives to grow both club and individual memberships, partnerships, and retain existing members;
* Coordinate all membership tracking and ensure it is completed in adherence with ASC's reporting guidelines;
* Maintain an up-to-date contact database, including general membership, club membership, officers, officials, board members, staff, committees, and any other board-appointed positions;
* Review and oversee all Association policies that support membership development;
* Ensure that all notices and agendas of meetings are circulated to appropriate members in adequate time prior to those meetings;
* Ensure accurate and sufficient recording of all meeting minutes to meet the Association's transparency goals and reporting obligations;
* Ensure all meetings are conducted according to Roberts Rules of Order (current edition); and
* Perform such other duties as may from time to time be established by the Board.

**Marketing / Promotion Director**

The Marketing/Promotion Director is responsible for coordinating all media, publicity, and marketing of racquetball in Alberta, as well as the Association.

The Marketing/Promotion Director shall:

* Act as the communications director of the organization in cooperation with the Executive Director;
* In partnership with the Membership Director, develop and implement initiatives to promote the sport of racquetball, ARA initiatives, and membership benefits.
* Manage the Association’s website and social media accounts;
* Oversee any external communication activities related to the general public and the media;
* Oversee any internal communication activities related to sharing of information to the membership;
* Provides timely information regarding the Association, its activities and members to the media in order to maintain and/or increase the visibility of the sport and those who participate;
* Produce the racquetball newsletter;
* Provides results to the local media regarding provincial, national and international championships;
* Submit nominations for provincial or national recognition programs recognizing member athletes, officials, coaches, or volunteers;
* Report to the Board any ARA-initiated communications to the general public, media or membership;
* Keeps records of all external communications related to this position;
* Assign the duties above to a competent individual who can carry them out within the guidelines as established by the Board. The Marketing/Promotion Director will ensure the execution of said duties does not compromise or reflect poorly on the ARA in whole or in part; and
* Perform such other duties as may from time to time be established by the Board.

**Program Director**

The Program Director is responsible for developing, managing, and evaluating ARA programs to ensure their alignment with Association strategic objectives and goals.

The Program Director shall:

* Research, assess, and make recommendations for program initiatives that will best serve the ARA's membership and achieve its strategic goals;
* Organize the logistics of program delivery, including recruiting volunteers, hiring contractors, and booking facilities;
* Ensure ARA policies and procedures support programming that fulfills the Association's mandate;
* Ensure program funds and initiatives are distributed fairly amongst ASC zones;
* Develop collaboration and partnership opportunities with organizations, clubs, schools, and other stakeholders;
* Keep abreast of current program trends and research that could enhance the impact of ARA programming; and
* Perform such other duties as may from time to time be established by the Board.

**Casino/Grant Director**

The Casino/Grant Director is responsible for the smooth operation of the Association's Casino, as well as the management of applicable grants, both for the association and its membership.

The Casino/Grant Director shall:

* Manage the planning, scheduling, and volunteer requirements of the Casino;
* Contract qualified Casino Advisors, serve as their Board liaison, and arrange for their payment;
* Book next Casino immediately at time of close of previous Casino worked;
* Prepare and submit all Casino documentation to the AGLC;
* Be the AGLC's point of contact regarding Casinos;
* Keep Board informed of current guidelines and parameters for spending Casino proceeds;
* With assistance from the Marketing/Promotions Director, recruit casino volunteers;
* Manage, schedule, and serve as main point of contact for casino volunteers;
* Research and bring potential grant assistance opportunities to the Board;
* Communicate grant opportunities to the applicable membership groups;
* Complete, submit, and follow up on grant applications in a timely manner;
* Report grant application status to the Board; and
* Perform such other duties as may from time to time be established by the Board.