



Skate Manitoba Board of Directors

The Skate Manitoba Board and its Directors are accountable to the organization's membership for providing competent, conscientious, and effective fulfillment of the Board's three primary roles – setting direction, strategic planning and monitoring & evaluation. These roles are defined in detail in the Board's Governance Charter and related Board policies.

Director Job Description

To fulfill these roles, each Director has a responsibility for:

- Understanding the organization's vision, mission, strategy, goals, objectives and programs.
- Ensuring all activities completed within and on behalf of the organization are done in accordance with the law, regulations and the constitutional documents and policies of the organization.
- Maintaining a high level of personal integrity and ethical conduct.
- Keeping all matters of a private nature that come before the Board are kept confidential.

Accordingly, Directors undertake the following key duties:

- Regularly attending Board meetings.
- Preparing for Board meetings by reading and understanding the agenda package before the meeting.
- Reading and understanding the Minutes of Board meetings and the Minutes of any Committee assignments.
- Being aware of the background and content of the Board's policies.
- Building a working relationship that contributes to constructive discussions and decisions of the Board.
- Regularly assessing the ever-changing environment within which the organization operates in order to effectively contribute to the development of the organization's strategic direction, plans and monitoring of outcomes.
- Approving, where appropriate, policy and other recommendations received from the Board and its standing committees.
- Avoiding the appearance of conflict of interest that could adversely influence objectivity in conducting the business of the Board.
- Being certain that the Board's policies are clearly identified and understood by the Board, and that the Board acts on them.
- Understanding and respecting the difference between Management and Board functions, Management and Board roles, policy, and implementation.

Time Commitment Director

Board members are expected to participate in:

- 2-3 in-person meetings per year
- Conferences calls every second month (2+ hours per meeting)
- 1+ hours per week reading, researching, writing, preparing, etc.



Skate Manitoba

Board Chairperson's Job Description

Within the framework of the functions performed by the Board of Directors, the Board Chair has specific roles to play. The Chair serves as the only official spokesperson of the Board to outside parties and is the only Board member authorized to speak for the Board, other than in specifically authorized instances. The Chair also coordinates the activities of the Board of Directors. In particular, the Chair ensures that the Board is continually operating at an engaged policy governance level through its agendas, discussions, and decisions.

In particular, the Board of Directors provides the Chair with the following authority:

- Providing leadership over the governance responsibilities of the Board of Directors.
- Calling and arranging meetings of the Board of Directors.
- Setting the agenda together in consultation with the Chairs of each Committee and the Executive Director (ED).
- Chairing Board meetings with all the commonly accepted power of that position (e.g. ruling, recognizing).
- Ensuring that Directors receive precise, clear and complete information in good time.
- Monitoring Board member attendance and performance at meetings.
- Ensuring that sufficient time is arranged to discuss and reflect on all issues.
- Ensuring that Board functions are completely and equally delegated to Board Committees.
- Maintaining contact with Committee Chairs, helping them stay on track and monitoring whether they need any additional support.
- Facilitating a positive Board culture, among Directors as well as between the Board and ED.
- Working closely with the ED, ensuring they information required to understand and implement the Board's direction.
- Helping guide and mediate Board actions with respect to organizational priorities and governance obligations.
- Representing the Board to outside parties either in simply announcing Board stated positions or in stating Chair decisions and interpretations within the area delegated to him/her.
- Ensuring, together with the Governance Committee, that the performance of the Board and Board Committees are assessed on a regular basis.
- Performing other responsibilities assigned by the Board or Skate Canada.

Taken together, the authority of the Chair consists only in making decisions on behalf of the Board, which fall within and are consistent with Board's role and responsibilities and maintain the desired Board – ED relationship. The Chair has no authority to make decisions outside the parameters defined by the Board.

Time Commitment Chairperson

Chairperson is expected to participate in:

- 2-3 in-person Skate Manitoba board meetings per year (mid season and at the AGM)
- Monthly Conferences calls for Skate Manitoba Board (2+ hours per meeting)
- Monthly Conference calls with Section Coordinating Committee (SCC) (1-2 hours per)
- 2-3+ hours per week time commitment