

ENDERBY AND DISTRICT CURLING CENTRE

Board of Directors

Purpose:

The Enderby & District Curling Centre (ECC) Board of Directors is a group of up to 9 individuals from the Centres Membership who are collectively given the following responsibilities:

Responsibilities:

1. To give the curling Centre direction, establish a vision and establish the Centre's values.
2. To provide oversight and governance to ensure the financial and social accountability of the Centre to the community and its members.
3. To ensure the organization has policies and procedures to promote curling and maximize the curling experience for its members.
4. To ensure that the Centre has the resources it needs to perform its function.

The duties of the board collectively are stipulated in the bylaws of directors.

Philosophy:

A key premise of our board is that it is designed to be a "collective" board in that each member represents all Centre members at all times and must conduct themselves as such. No board member represents a specific interest group, section of curlers, or area of specialty (e.g. fundraising , finance etc).

Our board can be viewed as a volunteer governing board that delegates performance of specific policies and procedures to paid staff and to volunteers where possible, and acts as an Operational Board where delegation is not possible.

Performance Expectations

Pre-requisites of a board member

- you should have a desire to see this organization develop and grow.
- you should understand what this Centre does and how it contributes to the betterment of our community.
- You should be an advocate for the Centre and representative for all

Expectations of a board member

1. Loyalty in upholding the interests of the organization
2. Avoid Conflict of interest – you have a responsibility to act in good faith.
3. Avoid exercising individual authority – you will be part of a board that speaks with one voice.
4. Exhibit appropriate conduct – your behaviour should reflect principles of fair play, ethics and straightforward communication.
5. Preparation for meetings – fulfillment and completion of specific assigned tasks.

6. Participate actively – attend meetings regularly with a view to asking questions and providing information as requested to aid the working knowledge of the board.
7. Maintain confidentiality – the board has a responsibility to define confidential issues.
8. Portray an appropriate image – present a positive view of the Centre

Potential Liability

The Enderby and District Curling Centre is a non-share capital corporation and as such limits a board member's liability????. The key word being limits.

Liability is not eliminated. The board must follow the bylaws of the organization under which it was founded.

Specific instances of personal liability can arise in the following cases:

- non adherence to bylaws.
- negligence or wilful mismanagement.
- conflict of interest whereby a member stands to gain personally from a transaction by the organization.

Areas of responsibility within the board

Members of the board will be asked to oversee and take a specific interest in at least one of the following functions:

- President
- Vice President
- Secretary
- Treasurer
- Bonspiel Director
- Facilities & Ice Director
- Bar Director
- Finance Director
- Membership & Communications Director
- Volunteerism Director
- Junior Curlers Director
- **Strategic Development Director ????**
- Fund Raising Director

Typically the board member would act as the primary information provider to the board for their area of responsibility and would work with Centre staff and volunteers as required in addressing the issues of that specialty.

Time commitment

Ideally board members would serve for a 2 year term with a limited number of board members ending their term and being replaced each year.

Board meetings are approximately two hours each month, and time commitment varies depending on areas of responsibility.

ENDERBY & DISTRICT CURLING CENTRE
JOB DESCRIPTION FOR

President

I. Position of President

- a) The position of President is by Nomination of the members of the Enderby & District Curling Centre Board of Directors.
- b) Reports to the membership of the Centre.

II. Responsibilities of the President

- a) Enforces the Articles of Association and decisions of the Board of Directors
- b) Serves as the primary spokesperson of the Centre and represents the Centre at all official functions.
- c) Supervises and controls the business and affairs of the Curling Centre.
- d) Chairs meetings of the Board of Directors.
- e) Acts as Liaison with the Canadian Curling Association, CurlIBC and other curling Centres.
- f) Arranges for Board Member orientation
- g) With the assistance of the Board of Directors, prepares annual strategic plans.
- h) Determines and arranges for Board member education as required.
- i) Ensures all disciplinary action relating to the Articles of Association are handled in an efficient and timely manner.

III. Duties of the President

- a) Receives and responds to all correspondence not related to the day to day operation of the Centre.
- b) Acts as one of the signing authorities on Centre accounts
- c) Ensures that all business of the Curling Centre is carried out in an orderly manner.
- d) With the assistance of the Board of Directors, assigns Director's portfolios
- e) With the assistance of the Board of Directors, prepares annual strategic plans.
- f) Sets the agenda for Board and Executive meetings.
- g) Calls meetings when required and when requested by at least 10 members of the Centre.
- h) Casts the tie breaking vote on all resolutions, motions and elections to the Board of Directors as specified in the Articles of association.
- i) Appoints 2 scrutineers to validate the results of the elections to the Board of Directors.
- J) Performs other related duties as requested by the Board of Directors of the Curling Centre.

IV. Reports

- a) Submits a report for each Board of Directors meeting.

- b) Prepares and submits a consolidated report of the year's activities and suggestions for the following curling season at the Annual General Meeting.

ENDERBY & DISTRICT CURLING CENTRE
JOB DESCRIPTION FOR

Treasurer

I. Position of Treasurer

- The position of Treasurer is by Nomination of the members of the Enderby and District Curling Centre's Board of Directors.
- Reports to the President and the Board of Directors.

II. Responsibilities of the Treasurer

- a) Assumes primary responsibility for the management and control of all financial matters of the Curling Centre.
- b) Ensures that accurate financial records of the Centre are maintained.
- c) Monitors all financial activities of the Centre.
- d) Attends all Board and Executive meetings and other curling related meetings as required.
- e) Presents a Centre financial report at all Board of Directors meetings and at the Annual General Meeting.

III. Duties of the Treasurer

- a) Acts as Chairman of the Centre Finance Committee and selects replacement members to the committee.
- b) Prepare a Draft Budget for the year to present to the Board of Directors at the August Meeting.
- c) Arranges signing authority with the bank upon changing of signing officers.
- d) Ensures proper files in support of all revenues and expenditures are maintained.
- e) Approves all non-budgeted expenditures.
- f) Ensures discounts are being deducted.
- g) Ensures all bills are paid without delay.
- h) Signs all cheques when possible.
- i) Ensures that all monies are collected and posted to the appropriate accounts.
- j) Checks coding on invoices when signing cheques.
- k) Reviews and ensures payments are done in a timely fashion.
- l) Prepares and presents monthly financial statements to the Board, showing actual vs budgeted figures for each Directorship.
- m) Distributes financial statements to all Board members at least 5 days prior to the Board meeting.
- n) Renews Centre's Insurance Policy.
- o) Allocates excess funds to appropriate revenue generating notes.
- p) Reconciles monthly bank statements.
- q) Assist the Bonspiel Director in preparing / approving budgets for Bonspiels.
- r) Remit quarterly GST tax to the Receiver General
- s) Performs other related duties as are generally the responsibility of a Treasurer or as required by the Board of Directors.

- t) Serving as the principal liaison between the Finance Committee and the full board,
- u) Set an agenda for each Finance Committee meeting.
- v) Pick up mail weekly and pass correspondence to appropriate Director.
- w) Renew liquor licence on due date.

IV. Reports

- a) Submits a financial report for each Board of Directors meeting.
- b) Arranges to have prepared an audited financial report of the year activities to be presented at the Annual general meeting.

ENDERBY & DISTRICT CURLING CENTRE
JOB DESCRIPTION FOR

Secretary

I. Position of Secretary

- The position of Secretary is by nomination of the members of the Enderby & District Curling Centre Board of Directors. Reports to the President of the Board of directors.

II. Responsibilities of the Secretary

- a. Records and distributes minutes of all Board meetings and the Annual General meeting.
- b. Reads correspondence at Board meetings as requested. (did a little research and it is the secretary who reads correspondence)
- c. Sends out sympathy cards on behalf of the Board of Directors and all members of the ECC as requested.
- d. Prepares nomination forms and Notice of Annual General meeting.
- e. Ensures the nomination and election process is followed as defined by the Articles of Association.
- f. Promotes attendance of all Centre members at the AGM.
- g. Attends Board Meetings, Executive meetings and other curling related meetings as required.

III. Duties of the Secretary

- a) Contact all Board members 5 days before the Board meeting to obtain agenda items and verify their attendance.
- b) Prepare an agenda for the President. Review the prior month's minutes for any old, unfinished or tabled business.
- c) E-mails draft copies of the Minutes to the President of the Board of Directors as soon as possible.
- d) After revisions are made, E-mails a copy of the minutes to the President, Manager and all members of the Board of Directors prior to the next Board meeting.
- g) At least one month and not more than 6 weeks before the date of the Annual General Meeting, the Secretary mails a copy of the Notice of the Annual general meeting to all Centre members who do not have E-mail.
- h) Prepare a list of the new Directors complete with mailing addresses and phone numbers. Distribute a copy to each Board member and post on Centre's bulletin board.
- i) Performs other related duties as requested by the Board of Directors of the ECC.

ENDERBY & DISTRICT CURLING CENTRE
JOB DESCRIPTION FOR

Bonspiel Director

I. Position of Bonspiel Director

- To ensure the smooth operation and success of all Bonspiels

II. Responsibilities:

- a) The Bonspiels director is responsible to co-ordinate the Bonspiel Committees and oversee the running of each of the spiels ensuring financial statements are prepared for each.
- b) The director is also responsible to oversee the acquisition and storage of materials for spiels.

III. Duties:

- a. Form a Committee of Volunteers to determine Bonspiel dates for the upcoming year.
- b. After approval from the Board of Directors, arrange to have dates published in the Curlbc yearbook, either through the District 4 rep. or on Curlbc website.
- c. Sign off on all Posters that advertise bonspiels and bonspiel dates.
- d. Assign responsibility for each spiel to a specific Division (Men, Ladies, Mixed/Open, Senior Ladies, Senior Men) and ensure chairs are in place for each.
- e. Provide each Bonspiel Chair with the procedures manual on bonspiels.
- f. Prepare or ensure a budget is prepared for each bonspiel.
- g. Amend the procedures manual for bonspiels as required.
- h. Develop a recruitment program to staff each committee.
- i. Ensure sponsors are invited to present trophies.
- j. Sponsors are invited to the Friday night reception or Saturday Dinner.
- k. Establish a regular review of the existing spiel format, dates, viability, and make recommendations for changes as required.

IV. Reports

- Submits a report for each Board of Directors meeting.
- Prepares and submits a consolidated report of the year's activities and suggestions for the following curling season at the Annual General Meeting

ENDERBY & DISTRICT CURLING CENTRE
JOB DESCRIPTION FOR

Finance Committee

➤ Purpose:

- Provide financial oversight for the Enderby and District Curling Centre.

➤ Responsibilities:

- a. Prepare an annual budget for presentation to the Board of Directors.
- b. Safeguard Centre assets including investment of funds, insurance protection, taxation, insolvency and fundraising.
- c. Ensure appropriate financial systems and controls are in place and adhered to at all times.
- d. Ensure annual audited financial accounts are prepared for presentation at Annual General Meeting.

➤ Duties:

- a. Develop an annual operating budget.
- b. Approve the budget within the finance committee.
- c. Present the draft budget to the Board of Directors for approval.
- d. Monitor adherence to the budget.
- e. Set long-range financial goals along with funding strategies to achieve them.
- f. Develop useful and readable report formats.
- g. Present the financial reports to the full board.
- h. Present all financial goals and proposals to the board of directors for approval.
- i. Create, approve, and update (as necessary) policies that help ensure the asset
- j. of the organization are protected.
- k. Ensure policies and procedures for financial transactions are documented in a manual, and the manual is reviewed annually, and updated as necessary.
- l. Ensure approved financial policies and procedures are being followed.
- m. Play a role in determining and updating bank account signatories as well a
- n. overseeing all legal and governmental filing deadlines are met.
- o. Recruit and select the auditor.
- p. Present the audit report to the full board of directors (if the auditor does not do this).

➤ Reports:

- Submitted by Treasurer when appropriate.

ENDERBY & DISTRICT CURLING CENTRE
JOB DESCRIPTION FOR

Facilities Director

I. Purpose:

- to ensure the ice is always in prime condition for curling
- to ensure that the facilities are safe, presentable and secure

II. Responsibilities:

- a. to ensure that the ice surface is prepared in time for the regular seasonal curling
- b. to ensure that regular ice maintenance is done
- c. to recommend to the Board of Directors any purchases necessary for proper ice preparation and regular maintenance
- d. to direct any employee of the Centre
- e. to inspect and determine any facility maintenance
- f. ensure that the curling facility is maintained and kept clean
- g. arrange to have carpets cleaned prior to start of season.
- h. ensure rentals and bookings of the facility are maximized both during the curling season and summer months

III. Duties:

- a. liaise with the Ice Technician on curling start up dates
- b. inspect ice maintenance periodically.
- c. receive compliments and or complaints and pass on to Ice Technician
- d. maintain a list of purchases and or expenditures necessary and solicit Board approval to expend funds
- e. direct the Ice Technician as necessary
- f. to ensure that a job description of the ice maker is formalized and kept up to date
- g. other responsibilities as the Board shall deem necessary.
- h. maintenance and upkeep of all furniture
- i. to direct any employee or contractor of the curling Centre whose job responsibilities are to clean and maintain the facility.
- j. Provide the Security Alarm Company with the names of at least 3 persons they are to contact in case of alarms at the Centre.
- k. maintain a key control ledger.
- l. arrange to program the security alarm system for entry into the Centre by only limited persons.

- m. Inspect the ice, lounge, bar and equipment to determine what repairs and/or purchases are required for the general upkeep. All items to be brought to the Executive for review and approval.
- n. Arrange to have the answering system checked for messages during summer months.
- o. In the absence of the general Manager, arranges for temporary coverage of the manager's duties.
- p. Prepares annual Performance Appraisal of the general Manager and provides input into Performance Appraisals of other employees.
- q. A preliminary estimate of the supplies required for the curling season should be reviewed with the Ice Maker and arrangements for approval of same to be made through the Board of Directors.
- r. Negotiate the Ice Technician/Manger's contract for the next season and present to the Board of Directors for approval.
- s. Give copy of signed contact to Ice Technician/Manger and Secretary.
- t. In the absence of the Centre Manager, in conjunction with the Executive and/or the Board of Directors, may assume, or appoint a responsible person to assume the day to day activities of the Centre.

IV. Reports:

- Submits a report for each Board of Directors meeting.
- Prepares and submits a consolidated report of the year's activities and suggestions for the following curling season at the Annual General Meeting.

ENDERBY & DISTRICT CURLING CENTRE
JOB DESCRIPTION FOR

Membership and Communication Director

I. Purpose:

- To maintain a data base or spreadsheet containing all members
- To liaise between the Centre and media outlets
- To advertise and promote the Centre.
- Chair a Membership Committee

II. Responsibilities:

- a. Control all membership applications.
- b. create an up to date record of all members in the Centre.
- c. Create a Membership Committee.
- d. manage overdue membership accounts.
- e. to recommend to the Board of Directors suggestions for increasing and maintaining membership.
- f. responsibility for promotions and official contact with the media.
- g. other responsibilities as the Board shall deem necessary.
- h. publication of all curling events.
- i. publish a monthly newsletter.

III. Duties:

- a. maintain a data base or spreadsheet of all members and pertinent information on each.
- b. Call meeting of the Membership Committee to strategize on way to increase and retain members.
- c. report to the Board of Directors on proposals to increase membership prior to season opening with suggestions on how to implement.
- d. liaise with each League Representative to coordinate and ensure membership dues are paid in full.
- e. notification of membership drive.
- f. contact media on upcoming events and results.
- g. collect information and compile a monthly newsletter.
- h. Create that an accurate, up-to-date record of membership information. This includes current address, phone number and E-mail address & provide a copy to each Director

IV. Reports:

- Submits a report for each Board of Directors meeting.
- Prepares and submits a consolidated report of the year's activities and suggestions for the following curling season at the Annual General Meeting.

ENDERBY & DISTRICT CURLING CENTRE
JOB DESCRIPTION FOR

Bar Director

I. Purpose:

- To ensure that the bar is operated within the scope of the licence.
- To ensure that the bar is as efficient as possible.

II. Responsibilities:

- a. oversee all functions of and relating to the sale of liquor.
- b. make recommendations to the Board of Directors the price of all items sold through the bar.
- c. Ensure a yearly bar inventory is done and provided to the Board at their regular meeting.
- d. to ensure a job description of the Bar Steward is formalized and kept up to date.
- e. Arrange for the return of all beer and Coke products before the building is closed for the summer.
- f. Ensure bank deposits are made regularly.
- g. Be available to members and renters to discuss group or individual requirements or problems.

III. Duties:

- a. Prepare proper signage in the lounge in conformance to the liquor licence.
- b. Prepare and inventory of Serving it Right Certificate holders and encourage members to become qualified.
- c. to oversee the responsibilities and job functions of any employee of the Centre responsible for bar operations.
- d. Prepare a job description for any employees of the bar and keep up to date.
- e. recommend any changes to bar operations that must be ratified by the Board at their regular meeting.
- f. Review and set prices for the coming year and obtain approval from the Board of Directors.
- g. Provide advise and guidance to employees, volunteers and renters.

IV. Reports:

- Submits a report for each Board of Directors meeting.
- Prepares and submits a consolidated report of the year's activities and suggestions for the following curling season at the Annual General Meeting.

ENDERBY & DISTRICT CURLING CENTRE
JOB DESCRIPTION FOR

Junior Curler Director

I. Purpose:

- to oversee the setting up and operation of the instructional program for the Juniors Program.

II. Responsibilities:

- a. set up guidelines for fund raising for traveling teams.
- b. Establish fund raising projects.
- c. Ensure qualified Coaches are available and trained.

III. Duties:

- a. Establish date for Registration.
- b. Set curling fees for the season.
- c. Accept applications with cash/cheques and provide cash to the Treasurer and Forms to the Membership Director.
- d. Request parent volunteers to supervise on-ice activities.
- e. Recruit Coaches to assist with the junior leagues.
- f. Determine the training requirements for assisting Coaches request the Board of Directors to approve a budget.
- g. Assist Coaches where necessary in setting up leagues and or clinics.
- h. Liaise between Junior League and Board of Directors.

IV. Reports:

- Submits a report for each Board of Directors meeting.
- Prepares and submits a consolidated report of the year's activities and suggestions for the following curling season at the Annual General Meeting.

ENDERBY & DISTRICT CURLING CENTRE
JOB DESCRIPTION FOR

Volunteerism Director

I. Purpose:

II. Responsibilities:

III. Duties:

IV. Reports:

ENDERBY & DISTRICT CURLING CENTRE
JOB DESCRIPTION FOR

Fund Raising Director

- I. Purpose:
 - To increase the financial resources available to the Centre.

- II. Responsibilities:
 - a. Form a Committee of Volunteers to help develop fund raising ideas.
 - b. Have one major fund raising initiative in place for Registration night.
 - c. Be aware of any grant funding that the Centre may come eligible for.
 - d. Maintain and recruit new sponsors for the Centre.

- III. Duties:
 - a. Call a meeting of all Fund Raising Volunteers to determine a strategy of fund raising for the upcoming year.
 - b. Present fund raising initiatives to the Board of Directors for approval.
 - c. Obtain any Lottery Licence that may be required.
 - d. Have tickets printed and ready for distribution at Registration Night.
 - e. Record distribution of tickets.
 - f. Receive money and ticket stubs as sold.
 - g. Supervise draw and distribute prizes.
 - h. Post winners names in paper and on web site.
 - i. Prepare and submit reports to BC Gaming as required.
 - j. Search and seek out other fund raising activities for the Centre. Obtain Executive approval before proceeding with new ideas.
 - k. Make the Board of Directors aware of any available grants.
 - l. Complete grant application forms with the assistance of the Board of Directors.
 - m. Approach current sponsors to continue their sponsorship.
 - n. Approach any potential new sponsors to solicit sponsorship.
 - o. Liaise with the Treasurer to ensure yearly invoices are provided to each sponsor.

- IV. Reports:
 - Submits a report for each Board of Directors meeting.
 - Prepares and submits a consolidated report of the year's activities and suggestions for the following curling season at the Annual General Meeting.