

**SHERWOOD PARK CURLING CLUB**  
**Board of Directors Roles and Responsibilities**  
**January 2025**

**Board Responsibilities**

The overall objective of the SPCC board is to ensure the long term success of the club. The Board's responsibilities include: a) developing policies for the best interests of the club's members, guests, staff, and the club itself, b) developing long term strategic plans, and supporting management on the implementation of initiatives and contracts aligned to those plans, c) ensuring sound performance, including risk identification and management, internal controls, and financial health, d) recruiting and hiring the club manager, setting the remuneration level, and actively monitoring management, and e) promoting a culture of strong ethical and behavioral conduct.

**Board Membership**

According to section 3.01 of the June 2021 Bylaws, the Board of Directors shall consist of 5 Executive Officers, 1 member appointed from each curling league registered with the SPCC, and Directors at Large, up to a maximum of 25 members. Board members will be nominated, elected or appointed each year at the Annual Meeting of the SPCC or Special Meeting as required.

All Board Members must be an active member, curler at SPCC (in good standing).

**Executive Board Members' Responsibilities**

Executive Officer positions are President, President Elect, Past President, Secretary and Treasurer. The President's role (from Elect to Past) is designated as a 3 year term. Currently there are no set terms for the Secretary or Treasurer. Officers shall attend and actively participate in **75%** meetings of the SPCC Board and Executive.

**1. President**

- When present, shall preside over Board meetings, the Annual General meeting as well as any Special and General meetings of the SPCC.
- Shall be the Chair of the Executive committee.
- Shall be an ex-officio member of all Committees.
- Shall be the liaison person, or delegate such a person, to represent the SPCC in all dealings with Strathcona County and Glen Allen Recreation Complex Management.
- Uses his/her signing authority to ensure that SPCC funds and obligations entered into

are appropriate and fiscally responsible.

- Represents the SPCC and the Board to its members and the community at large in a manner that upholds and enhances the reputation of the SPCC.
- Reviews and approves agendas and minutes for circulation to the Board for each meeting.
- Accountable for the operation and management of the SPCC in consultation with the Executive and the Board.

## **2. President Elect**

- Shall preside over meetings in the absence of the President.
- Shall be a member of the Executive Committee.
- Shall assist the President in all dealings with Strathcona County and Glen Allen Recreation Complex Management.
- Uses his/her signing authority to ensure that SPCC funds and obligations entered into are appropriate and fiscally responsible.
- Represents the SPCC and the Board to its members and the community at large in a manner that upholds and enhances the reputation of the SPCC.
- Shall serve on committees as appointed by the President or the Board.
- Shall annually review and update, as necessary, the Board Roles and Responsibilities document and Club Bylaws.

## **3. Past President**

- Shall ensure a smooth transition of the President.
- Shall be a member of the Executive Committee.
- Shall preside over meetings of the Board when both the President and Vice President are absent.
- Uses his/her signing authority to ensure that SPCC funds and obligations entered into are appropriate and fiscally responsible.
- Assists the President as a liaison person to represent the SPCC for all dealings with Strathcona County and Glen Allen Recreation Complex Management.
- Represents the SPCC and the Board to its members and the community at large in a manner that upholds and enhances the reputation of the SPCC.
- Shall serve on committees as appointed by the President or the Board.

## **4. Treasurer**

- Is responsible for ensuring that the financial responsibilities for the SPCC follow generally accepted accounting principles.
- Shall be the Chair of the Finance committee.
- Ensures that the finances of the Sherwood Park Curling Club are managed appropriately, making recommendations to the governing body regarding income and expenditures, investments and debts.
- Shall be a member of the Executive Committee.

- Assists the Business Manager and Bookkeeper with the preparation of the Annual Budget, Five (5) Year Budget Forecast and Reserve Plan. The Treasurer shall present the Budget, Forecast and Reserve Plan to the Board at a meeting early in the Calendar year for review and approval. The forecasts are key information for determining the fee structure for the next season.
- Presents the current Financial Report at all regularly scheduled SPCC Board and Executive meetings and at the Annual Board meeting.
- Uses his/her signing authority to ensure that SPCC funds and obligations entered into are appropriate and fiscally responsible.
- Ensures that a CA Firm that is qualified to execute a “Review Engagement Report” on the financial records of SPCC each year end is identified and engaged and has the “Review Engagement Report” ready for presentation and sign off at our Annual General Meeting.
- Shall be the liaison between our Financial Institution and SPCC regarding Term Deposits and any other financial matters that may arise.
- Ensures that there is timely sign off and filing of the NPO and Tax Returns prepared by the auditors for year end purposes.
- Ensures that there is timely filing of the Annual Return for Corporate Registry after year end is complete.
- Ensures that grant reports are completed and submitted to funding agencies to ensure future eligibility.
- Is responsible for other duties as assigned from time to time by the Board of Directors.

##### **5. Secretary**

- Shall maintain accurate records of the minutes of all meetings of the Board of the Sherwood Park Curling Club.
- Shall provide to each member of the Board, as well as any other attendees, a copy of the meeting minutes as promptly as possible.
- Shall ensure that agendas, board packages and meeting minutes are filed appropriately on the Club shared drive which is accessible to all Executive members.
- Shall ensure meeting minutes are available on the Website.
- Shall keep an updated list of all Board members' email addresses for electronic distribution of the meeting minutes.
- Shall attend all meetings of the SPCC Board or ensure that a back up minute taking arrangement is made in their absence.
- Shall accurately maintain the SPCC Bylaws, all SPCC policies, the Board Roles and Responsibilities, and all committee Terms of Reference; shall ensure that the current version of all such documents are posted on the SPCC website.
- Shall be a member of the Executive Committee.
- Shall have charge of all the correspondence of the SPCC Board under the direction of the President and the Board. He/ she shall keep such records and correspondence as may be directed.
- Uses his/her signing authority to ensure that SPCC funds and obligations entered into are appropriate and fiscally responsible.
- Is responsible for other duties as assigned from time to time by the Board of Directors.

## **Non-Executive Board Members' Responsibilities**

There are 2 categories of non-Executive Board members: League Representatives and Directors at Large. Each Director at Large is nominated and confirmed for a one year term at an AGM. There is no limit to the number of one year terms a non-Executive can serve.

### **6. League Representatives**

- Shall represent their league members opinions and present their comments to the Manager, President and the Board
- Shall assist the Manager and club administration in communications to their league members, including providing oral and written announcements and answering questions
- Shall set the league game schedule in *Curling Club Manager (CCM)* with the assistance of *SPCC Admin*.
- Shall attend and actively participate in **75%** meetings of the SPCC Board
- Is responsible for other duties as assigned from time to time by the Board of Directors.

### **7. Directors at Large**

The Rationale and purpose of the Director at Large positions is threefold.

- First, a Director at Large may be a past member of the Board/Executive who will bring knowledge and experience to the Board discussions and guidance for special committees or projects.
- Second, as a new board member, they will be provided with the opportunity to learn the function and operation of the Board and Club in order to take on an Executive role in the future.
- Lastly, provide assistance to the Board and the Club Manager by taking a leadership role in the organization of special events.

The Directors at Large roles include:

- Serving as a liaison and represents the general interests of the general membership.
- Being an active member of sub-committees or contributing to special event organization.
- Attending and actively participating in **75%** meetings of the SPCC Board.
- Performing other duties as assigned from time to time by the Board of Directors.

## **Committees**

1. **Finance Committee:** the Finance Committee membership, roles, and responsibilities are described in the Finance Committee Terms of Reference.