



## Board Director Role Description

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### **Authority**

The Board of Directors is the legal authority for The Water Ski and Wake Association of Alberta (WSWA). As a member of the Board, a Director acts in a position of trust for the membership and is responsible for the effective governance of the organization.

### **Commitments of a Board Member**

- Committed to the Association's vision and goals;
- Attends and participates in Board meetings and the Annual General Meeting, including reviewing materials, preparing reports and other documents and providing suggestions/feedback;
- Serves on committees and/or takes on projects as required;
- Supports and participates in fundraising and other special events as required; and
- Acts at all times in the best interest of stakeholders and promotes the work of the Association.

### **Role Summary**

The Board has three distinct roles. These roles are direction setting, strategic planning, and monitoring performance against the set direction. The Board also will ensure prompt corrective action when needed.

The Board is responsible for the hiring and evaluation of the Executive Director who is responsible for the operations of the Association.

Development of policies that provide direction are included in the responsibilities of the Board. The Board of Directors ensures that all activities completed within and on behalf of the Association are done in accordance with the law and governing bodies/agencies. All Board Directors are informed on governance matters and participate in the Board's deliberations and decisions.

### **Term of Office and Time Commitment**

Directors on the WSWA Board of Directors are elected for a two-year term by the membership at the Annual General Meeting. The time commitment is approximately two to seven hours per week with the busiest time being March through August. Board members are expected to participate in:

- 2-4 in-person Board meetings per year
- Monthly conference call meetings (1 to 2 hours)
- At least one operational committee

### **Required Skills and Experience**

Directors must have the following skills and experience:

- Must be or become a WSWA Member in Good Standing;
- Previous not-for-profit board experience is an asset, particularly in one or more areas of board governance, strategic planning, policy, finance;
- Strong communication, interpersonal and organizational skills;
- Skill as a team player;
- Integrity, openness and honesty;
- Professionalism; and
- Basic computer skills (word processing, internet, e-mail, spreadsheets).

The following are considered assets:

- Experience in any capacity in a WSWA club or school; and
- Previous leadership or public relations experience.

### **Responsibilities as a member of the Board of Directors**

- Serve and represent the interests of WSWA (the Association);
- Report to the President of the Association;
- Research, listen, write, remain informed of current policies, directions, advancements of the NSO and the Association;
- Attend Board meetings and activities;
- Prepare for Board meetings by reading, researching and understanding the agenda package prior to the meeting;
- Participate as a member or chair a Board committee or a working group;
- Participate in the development of WSWA's strategic plan and annual review;
- Regularly assess the environment within which the Association operates in order to effectively contribute to the development of the strategic direction, plans and monitoring of outcomes;
- Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and/or the Executive Director;
- Review and approve WSWA's annual budget;
- Participate in the review of monthly and annual financial results and ensure, through the oversight of the Treasurer, that the reports are accurate and in accordance with accepted accounting principles;
- Support all decisions of the Board of Directors, creating a unified voice;
- Refrain from intruding on administrative issues related to the operational management of the Association, except to monitor results and prohibit methods that conflict with Board policy. The Board establishes policy and the Executive Director (ED) is responsible for the operational tasks required to implement policy;
- At least annually, evaluate the performance of the ED;
- Review and set compensation in accordance with performance;
- Participate in Board self-evaluation programs and Board development educational events to enhance Board Member skills;
- Review the Bylaws of Water Ski and Wakeboard Canada and recommend changes as required;
- Represent the Association in a positive and supportive manner;
- Maintain a high level of personal integrity and ethical conduct;
- Assist in developing and maintaining positive relations among the Board, committees, staff members and the membership;
- Address issues with other Board members directly and professionally, obtaining the assistance of the ED or the President of the Board of Directors as required;
- Avoid any conflicts of interest that may arise and declare all conflict of interest to the Board;
- Maintain confidentiality regarding internal discussions of the Board and information presented at meetings; and
- Support fundraising activities and social events as required.



**Code of Conduct:  
Directors, Officers, Volunteers, and Staff**

We understand that we are acting, at all times, as representatives of Water Ski and Wake Alberta, and by extension, Water Ski and Wakeboard Canada.

As such, we are required to uphold the values of the organization and are committed to respecting the principles, rules, and policies for towed water sports.

In order to further the aims of WSWA, we commit to the following:

- Demonstrate respect for individuals, regardless of gender, ethnic or racial origin, sexual orientation, age, marital status, religion, political belief, disability, or economic status;
- Focus comments of criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, and members;
- Consistently demonstrate the spirit of sportsmanship, sports leadership, and ethical conduct and practices;
- Act, when appropriate, to prevent or correct practices that are discriminatory;
- Interact with others in a way that enables all individuals to maintain their dignity and respect;
- Consistently treat individuals fairly and reasonably;
- Be fully prepared to do the job assigned to us;
- Obey the Bylaws of the organization;
- Make decisions in the best interests of all members of WSWA and towed water sports and not to serve individual interests;
- Treat each other with respect, ensuring that all opinions are openly shared, without the threat of ridicule or harassment;
- Create an environment that fosters open communication and tolerance;
- Communicate with other Board Members monthly by attending board meetings or submitting reports to advise the board of the upcoming and ongoing actions;
- Communicate with the office staff as required to receive administrative support for upcoming and ongoing actions; and
- Reply to all WSWA communications in a timely manner.

WSWA reserves the right to take action regarding any breach of the Code of Conduct.

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Name (Printed)

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Role