

BOARD MEMBER JOB DESCRIPTION

PRESIDENT

Authority

Approval of Budgets
Signatory on accounts and contracts

Responsibility

Accountable to the membership at large
Responsible for the Board of Directors
Responsible for the strategy of the organization
Responsible for the financial position of the organization

Qualification and Skills

What specialized or practical skills are needed for the job?
What human relation skills are needed?
(E.g. communication, problem solving, etc)
President needs to be an effective communicator
Strong management skills necessary

Benefits

What benefits can a board member expect to receive?
(e.g. satisfaction of making a difference in the community, opportunity to work with individuals of diverse backgrounds, development of effective decision making skills; increased understanding of group dynamics and relationships)
All of these and more

Time and financial requirements

What is a realistic estimate of the time required as a board member? Will it cost anything to be a board member?
If so, what are the costs they can expect to incur?
No costs other than time
A commitment of a few hours a week

Term

Nomination or application process
Elected via majority vote of the board members
Term is 3 years (1 year VP, 1 year Pres, 1 year past pres)
Renewable
Resignation in writing if earlier than end of term.

Evaluation

How will board members' effectiveness be assessed?
TBD

Orientation

What type of orientation will be provided?
Board orientation and a year as VP

Review date

When will this job description be reviewed?
Annually

Approval Date

When was this job description last approved?
November 2021



BOARD MEMBER JOB DESCRIPTION

VICE PRESIDENT

Authority

Approval of Budgets in place of President, if required
Signatory on accounts and contracts

Responsibility

Reports to the President
Responsible for president duties in the absence of the president
Responsible for grant writing - great experience to learn the programs and contacts and find new funding opportunities

Qualification and Skills

What specialized or practical skills are needed for the job?
What human relation skills are needed?
(E.g. communication, problem solving, etc)
Vice President needs to be an effective communicator

Benefits

What benefits can a board member expect to receive?
(e.g. satisfaction of making a difference in the community, opportunity to work with individuals of diverse backgrounds, development of effective decision making skills; increased understanding of group dynamics and relationships)
All of these and more

Time and financial requirements

What is a realistic estimate of the time required as a board member? Will it cost anything to be a board member?
If so, what are the costs they can expect to incur?
No costs other than time
A commitment of a few hours a week

Term

Nomination or application process
Elected via majority vote of the board members
Term is 1 year
Renewable
Resignation in writing if earlier than end of term.

Evaluation

How will board members' effectiveness be assessed?
TBD

Orientation

What type of orientation will be provided?
Board orientation

Review date

When will this job description be reviewed?
Annually

Approval Date

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BOARD MEMBER JOB DESCRIPTION

TREASURER

Authority

Approval of Budgets
Initiate Payments - e-transfers, cheques, auto bill payments
Signatory on accounts and contracts

Responsibility

Reports to the President of STCI
Responsible for accurate and timely Data Entry
Responsible for the ensuring accurate and complete
Financial Management of the club

Qualification and Skills

What specialized or practical skills are needed for the job?
What human relation skills are needed?
(E.g. communication, problem solving, etc)
Knowledge in Financial Management an asset
Ability to read financial statements

Benefits

What benefits can a board member expect to receive?
(e.g. satisfaction of making a difference in the community,
opportunity to work with individuals of diverse
backgrounds, development of effective decision making
skills; increased understanding of group dynamics and
relationships)
All of these and more

Time and financial requirements

What is a realistic estimate of the time required as a board
member? Will it cost anything to be a board member?
If so, what are the costs they can expect to incur?
No costs other than time
A commitment of a few hours a week

Appointment & Term

Nomination or application process
Elected via majority vote of the board members
Term is 2 years
Renewable
Resignation in writing if earlier than the end of term

Evaluation

How will board members' effectiveness be assessed?
TBD

Orientation

What type of orientation will be provided?
Board orientation

Review date

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BOARD MEMBER JOB DESCRIPTION

SECRETARY-EXECUTIVE ASSISTANT

Responsibility

Board meeting preparation including: Agenda & minutes, date polls, location booking, filing management
Annual General Meeting preparation
Securing and tracking annual directors signature, conflict of interest, and other annual governance documents
File System Management - set up of file systems and ensures all document history is maintained
Lawyers / ISC Filing
Club email management

Qualification and Skills

What specialized or practical skills are needed for the job?
What human relation skills are needed?
(E.g. communication, problem solving, etc)
This person must be extremely organized and have experience with email and file management
Intermediate computer skills

Benefits

What benefits can a board member expect to receive?
(e.g. satisfaction of making a difference in the community, opportunity to work with individuals of diverse backgrounds, development of effective decision making skills; increased understanding of group dynamics and relationships)
All of these and more

Time and financial requirements

What is a realistic estimate of the time required as a board member? Will it cost anything to be a board member?
If so, what are the costs they can expect to incur?
The time commitment for this role is between 2-4 hours a week
This role may require a larger time commitment in the summer months

Appointment & Term

Nomination or application process
Elected via majority vote of the board members
Term is 2 years
Renewable
Resignation in writing if earlier than end of term

Evaluation

How will board members' effectiveness be assessed?
TBD

Orientation

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BOARD MEMBER JOB DESCRIPTION

MARKETING COORDINATOR

Responsibility

This person reports to the board executive
The marketing coordinator is responsible for managing all marketing efforts taken on by the club. These include, newsletters, social media, posters, and collaboration with other local clubs.

Qualification and Skills

What specialized or practical skills are needed for the job?

What human relation skills are needed?

(E.g. communication, problem solving, etc)

Strong communication skills

Knowledge in social media

Benefits

What benefits can a board member expect to receive?

(e.g. satisfaction of making a difference in the community, opportunity to work with individuals of diverse backgrounds, development of effective decision making skills; increased understanding of group dynamics and relationships)

All of these and more

Time and financial requirements

What is a realistic estimate of the time required as a board member? Will it cost anything to be a board member?

If so, what are the costs they can expect to incur?

No costs other than time

A commitment of a few hours a week

Term

Nomination or application process

Term is 1 year

Renewable

Resignation in writing if earlier than end of term

Evaluation

How will board members' effectiveness be assessed?

TBD

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BOARD MEMBER JOB DESCRIPTION

PROGRAM COORDINATOR

Responsibility

This person reports to the board executive.

This person will manage a small team of, program directors, program volunteers, program coaches and liaise with facilities for bookings, treasurer for budgeting, and membership coordinator for registration.

Qualification and Skills

What specialized or practical skills are needed for the job?

What human relation skills are needed?

(E.g. communication, problem solving, etc)

This person will need to be organized and lead a small team of individual program directors.

Benefits

What benefits can a board member expect to receive?

(e.g. satisfaction of making a difference in the community, opportunity to work with individuals of diverse backgrounds, development of effective decision making skills; increased understanding of group dynamics and relationships)

All of these and more

Time and financial requirements

What is a realistic estimate of the time required as a board member? Will it cost anything to be a board member?

If so, what are the costs they can expect to incur?

1-2 hours/week when programs are in planning stages

Term

Nomination or application process

Term is 1 year

Renewable

Resignation in writing if earlier than end of term

Evaluation

How will board members' effectiveness be assessed?

Are the programs starting on time and reaching capacity? Race directors can fill out an anonymous survey after their program has wrapped evaluating their interactions with the Program Coordinator

Orientation

What type of orientation will be provided?

Board orientation

Review date

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BOARD MEMBER JOB DESCRIPTION

EVENT COORDINATOR

Responsibility

This person reports to the board executive.

This person will manage race directors throughout the year and will serve as the main contact for booking venues & other services (photographers, timing, city supports, etc.) This person is responsible for creating/following budgets approved by the Executive, sanctioning events with STAC, managing insurance, and liaising with the membership coordinator for registration. The Event Coordinator will assist the race director in creating schedules for volunteers and getting equipment from trailer/storage unit when necessary.

The Event Coordinator will also serve as the Equipment Manager, coordinating and managing all equipment for the club including maintenance, insurance, rental, procurement, and logistics. They will serve as liaison and point of contact between external and internal logistics organizations and maintenance organizations using effective communication skills.

Work to organize and coordinate the heated storage locker. Codes and gear organization.

Qualification and Skills

What specialized or practical skills are needed for the job?

What human relation skills are needed?

(E.g. communication, problem solving, etc)

This person will need to be organized and lead a small team of race directors. They will need to be exceptionally organized as multiple events may be in the planning stages at once. Access to a truck is an asset.

Benefits

What benefits can a board member expect to receive?

(e.g. satisfaction of making a difference in the community, opportunity to work with individuals of diverse backgrounds, development of effective decision making skills; increased understanding of group dynamics and relationships) All of these and more

Time and financial requirements

What is a realistic estimate of the time required as a board member? Will it cost anything to be a board member?

If so, what are the costs they can expect to incur?

Races typically run May-October however some planning will commence in January. During this time 2-3 hours a week may be required plus time on or leading up to events (6+ hrs). Attendance at events is required

Term

Nomination or application process

Term is 1 year

Renewable

Resignation in writing if earlier than end of term

Evaluation

How will board members' effectiveness be assessed?

Are events getting off the ground and reaching capacity? Race directors can fill out an anonymous survey after their race evaluating their interactions with the Event Coordinator

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Communication Benchmarks

The program coordinator will communicate with the board executive and each race director as needed to facilitate all planned races. They will respond promptly (within 2 business days) to race directors with any updates, concerns, and arranging further details for races.



BOARD MEMBER JOB DESCRIPTION

VOLUNTEER COORDINATOR

Authority:

This person will report to board executives and must work with the Event and Program Directors

Responsibility

Liaison with event directors and marketing
Builds volunteer sign-up sheet to reflect required info
Provides written instructions for each position
Works to tap into new pools of volunteers (outside of the club)
Ensure that volunteers can work effectively
Assign volunteers appropriate tasks based on their experience and preferences
Provide volunteers with a clear description of their tasks, responsibilities and duties
Treat volunteers as full-fledged team members rather than just free labour
Recognize volunteers in tangible ways

Qualification and Skills

What specialized or practical skills are needed for the job?
What human relation skills are needed?
(E.g. communication, problem solving, etc)
Organized, people person. Must be able to lead and organize groups of people.

Benefits

What benefits can a board member expect to receive?
(e.g. satisfaction of making a difference in the community, opportunity to work with individuals of diverse backgrounds, development of effective decision making skills; increased understanding of group dynamics and relationships)
All of these and more

Time and financial requirements

What is a realistic estimate of the time required as a board member? Will it cost anything to be a board member?
If so, what are the costs they can expect to incur?
2-4 hours/week during times of events and programming

Term

Nomination or application process
Term is 1 year
Renewable
Resignation in writing if earlier than end of term

Evaluation

How will board members' effectiveness be assessed?
TBD

Orientation

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