



## **Policy on the Roles and Responsibilities of Directors, Officers, Committees & Coordinators**

The GOV By-laws establish a Board of Directors and Officers to administer the affairs of the organization. The purpose of this policy is to clarify and elaborate on the authority and expectations of the Board of Directors, Officers and other key GOV positions.

### **BOARD OF DIRECTORS** *(refer to Section 3 of the GOV By-Laws)*

The Board of Directors is responsible for the governance and oversight of GOV on behalf of the GOV membership. This involves the responsibility for setting a high-level framework for GOV's management, including its:

- Vision, mission and values;
- Strategic direction and progress towards objectives;
- Financial management and long-term sustainability;
- Policies, procedures and rules;
- Public reputation; and,
- Compliance with lawful and ethical practices.

The Board makes decisions by passing motions, by consensus or majority vote, at duly constituted Board meetings. This means Directors have no decision-making authority individually or outside of meetings - the Board speaks with one voice or not at all. While the Board collectively has total authority and total accountability for the organization, it relies on Officers and Coordinators to manage the day-to-day work of the organization, permitting the Board to focus on the "big picture".

The Board accomplishes this by approving and regularly reviewing long-term strategic plans, annual budgets, committee work plans, and key policies and procedures for GOV. Officers and Coordinators are then delegated the authority to make day-to-day decisions within this governance framework and are accountable to the Board for their performance.

### **DIRECTORS**

Directors are elected by the membership for 2-year terms and may be removed by ordinary resolution at a meeting of members. Every Director has a fiduciary responsibility for the management of GOV. This is a legal obligation to act honestly and in good faith in the best interests of GOV, as well as to exercise the care, diligence, and skill that a reasonably prudent person would in the same circumstances.

Directors are expected to:

- Attend all Board meetings and participate fully in Board deliberations;
- Be prepared to serve in Officer or Coordinator roles as required;
- Lead or assist in organizing GOV projects, events, or activities;
- Place the interests of GOV above any personal interests;
- Support Board decisions once they have been made;
- Be informed of GOV programming, operations and finances; and
- Comply with GOV's by-laws, policies, and all applicable legislation.

### **OFFICERS** *(refer to Section 4 of the GOV By-Laws)*

Officers are appointed by the Board of Directors for 1-year terms. Officers constitute GOV's management team, leading the delivery of GOV programs and activities in a manner consistent with the strategic direction and policies set out by the Board of Directors. Officers are accountable to the Board

of Directors for the performance of their duties and may be removed from office by ordinary resolution of the Board.

**Chair of the Board** *(refer to section 5 of the GOV By-Laws)*

Provides leadership to the Board of Directors in fulfilling its governance responsibilities. Appointed by the Board, the Chair's duties are to:

- Preside at all Board meetings;
- Act as spokesperson for the Board;
- Approve meeting agendas and forward agenda;
- Review meeting minutes;
- Call special Board meetings;
- Oversee the activities of committees created by the Board;
- Recommend candidates to fill Director vacancies;
- Recommend Directors to fill Officer or Coordinator vacancies, as required;
- Lead the Directors in evaluations of Board, Director and Officer performance; and
- Chair the Policy, Finance and Governance Committee.

**President**

Is the Officer responsible for the management of GOV's day-to-day operations. Appointed by the Board, the President's duties are to:

- Manage GOV's day-to-day operations, including appointing coordinators;
- Execute GOV's strategic plans and direction;
- Act as the primary liaison between the Board and GOV's management team;
- Provide timely advice and information on GOV operations to the Board;
- Ensure that Board decisions are carried out effectively and in a timely manner;
- Expend GOV funds within the annual budget and subject to Board decisions;
- Act as GOV's primary spokesperson to the membership, media and public;
- Ensure GOV activities are conducted legally, ethically and aligned with GOV policies;
- Enter into contractual arrangements on behalf of GOV;
- Preside at Member meetings; and
- Chair the Tournaments Committee.

**Vice-President (Operations)**

Is the Officer that oversees GOV core programming. Appointed by the Board, the Vice-President (Operations) reports to the President operationally and executes the following duties:

- Oversee the delivery of GOV core programming, including supervising GOV's Drop-in, League, Skills Development and Facilities & Equipment coordinators;
- Ensure facilities and equipment are available for the delivery of GOV programming;
- Develop a proposed annual budget for GOV programming;
- Enforce GOV's Code of Conduct, as well as GOV House Rules;
- Chair the Core Programming Committee; and
- Perform such other duties upon request of the President.

**Vice-President (Administration)** *(refer to section 5 of the GOV By-Laws)*

Is the Officer responsible for maintaining the custody and management of GOV records and overseeing GOV's administrative affairs, as well as serving as the Secretary to the Board of Directors. Appointed by the Board, the Vice-President (Administration) reports to the President operationally, and to the Chair of the Board as Secretary, and executes the following duties:

- Plan and organize meetings of the Directors and Members, including providing notice, distributing materials, and arranging a physical venue (or electronic facilitation);
- Create an annual calendar of Board meetings;
- Develop a proposed annual budget for GOV administration;
- Develop a Board forward agenda and meeting agendas;
- Record the minutes of meetings of the Directors and Members;
- Track the status of tasks and deliverables following Board meetings;
- Facilitate effective Director and Officer transitions;
- Maintain systems for GOV correspondence and information management;
- Retain Board and GOV official records and documentation; and
- Perform such other duties upon request of the President and/or Chair.

**Vice-President (Finance)** (*refer to section 6 of the GOV By-Laws*)

Is the Officer responsible for GOV’s financial management and advising the Board on financial issues and risks to support the exercise of its fiduciary responsibilities. Appointed by the Board, the Vice-President (Finance) reports to the President operationally and executes the following duties:

- Maintain the custody of GOV funds and a complete record of all financial transactions;
- Oversee the application of GOV financial policy, procedures, and internal controls to protect against mismanagement, fraud, theft or abuse;
- Ensure legal compliance with all applicable financial and tax requirements;
- Prepare GOV’s annual budget and periodic budget amendments as required;
- Ensure all expenditures have a source of funds and respect budget allocations;
- Provide quarterly updates to the Directors on finances or as requested by the Board;
- Prepare and certify annual financial statements for Board approval and presentation to annual meetings of the Members;
- Supervise GOV’s accountant and/or bookkeeper;
- Liaise with GOV’s auditor as required;
- Serve on the Policy, Finance and Governance Committee; and,
- Perform such other duties upon request of the President.

**COMMITTEES** (*refer to section 3.09 of the GOV By-Laws*)

The GOV By-laws empower the Board of Directors to create committees to assist in carrying out the affairs of the organization.

Committees are responsible for developing and reviewing proposals and recommendations for Board consideration within their mandates. Committee chairs lead their respective committees and report to the Directors through the Chair of the Board. Committee chairs appoint individuals to serve on and contribute to the functioning of their respective committees.

In addition to the following committees, the Board may create other *ad hoc* committees for the purpose of specific tasks or objectives.

Committee Name	Chair	Mandate
Policy, Finance and Governance	Chair of the Board	Develop policies, rules, procedures and processes that promote best practices, good governance and effective financial oversight for GOV.

Nominations	Nominations Committee Chair	Organize and administer nominations and elections to fill Board of Director positions at Annual or Special Member Meetings.  <i>(refer to section 3.04 of the GOV By-Laws)</i>
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**GOV COORDINATORS**

GOV Coordinators are lead volunteers who deliver GOV programming, events and other key activities. The GOV President is responsible for the appointment of coordinators.

<b>Coordinator Position</b>	<b>Responsibilities</b>
League Coordinator	<ol style="list-style-type: none"> <li>1. Is a member of the Core Programming Committee.</li> <li>2. Reports to the Vice-President (Operations).</li> <li>3. Delivers league volleyball programming by: <ul style="list-style-type: none"> <li>● Establishing an annual target for league participation (e.g. number and level of teams)</li> <li>● Establishing schedules and rules of competitive play for each level of league programming;</li> <li>● Communicating and coordinating with team captains on issues related to league programming;</li> <li>● Working regularly with the Facilities and Equipment Coordinator to ensure facilities and equipment are in place.</li> </ul> </li> </ol>
Drop-in Coordinator	<ol style="list-style-type: none"> <li>1. Is a member of the Core Programming Committee.</li> <li>2. Reports to the Vice-President (Operations).</li> <li>3. Delivers drop-in volleyball programming by: <ul style="list-style-type: none"> <li>● Establishing an annual target for drop-in participation (e.g. number and level of players)</li> <li>● Establishing schedules and rules of play for drop-in programming;</li> <li>● Communicating and coordinating with registered players on issues related to drop-in programming;</li> <li>● Working regularly with the Facilities and Equipment Coordinator to ensure facilities and equipment are in place.</li> </ul> </li> </ol>
Intermediate Coordinator	<ol style="list-style-type: none"> <li>1. Is a member of the Core Programming Committee.</li> <li>2. Reports to the Vice-President (Operations).</li> <li>3. Delivers intermediate volleyball programming by: <ul style="list-style-type: none"> <li>● Establishing an annual target for participation (e.g. number and level of players)</li> <li>● Establishing schedules and rules of play for intermediate programming;</li> <li>● Communicating and coordinating with registered players on issues related to intermediate programming;</li> <li>● Working regularly with the Facilities and Equipment Coordinator to ensure facilities and equipment are in place.</li> </ul> </li> </ol>

<b>Coordinator Position</b>	<b>Responsibilities</b>
Skills Development Coordinator	<ol style="list-style-type: none"> <li>1. Is a member of the Core Programming Committee.</li> <li>2. Reports to the Vice-President (Operations).</li> <li>3. Delivers volleyball skills development programming by: <ul style="list-style-type: none"> <li>● Establishing a holistic program to promote skills and confidence development at all levels (e.g. skills and drills, coaching, refereeing);</li> <li>● Identify, recruit and supervise coaches and instructors to deliver skills development programming.</li> </ul> </li> </ol>
Facilities and Equipment Coordinator	<ol style="list-style-type: none"> <li>1. Is a member of the Core Programming Committee.</li> <li>2. Reports to the Vice-President (Operations).</li> <li>3. Ensures facilities and equipment are in place in order to support the delivery of GOV programming by: <ul style="list-style-type: none"> <li>● Coordinating with league, drop-in, and skills development coordinators to meet their programming needs;</li> <li>● Obtaining permits from various NCR school boards to use gyms;</li> <li>● Negotiating the use of gyms from other court and facilities owners;</li> <li>● Establishing and maintaining positive working relationships with court and facilities owners;</li> <li>● Ensuring that the courts and equipment provided are adequate for the type of play for which they are being used (i.e. visual inspection and measurements);</li> <li>● Maintaining an inventory of GOV equipment;</li> <li>● Store GOV programming equipment in such a way to protect the equipment from damage.</li> <li>● Ensuring that equipment is available and serviceable at all GOV programming venues and events (tournaments, competitive, drop-in, skills development);</li> <li>● Providing leadership and direction to other volunteers working on GOV facilities and equipment needs;</li> <li>● Replacing and/or repairing damaged equipment.</li> </ul> </li> </ol>
Tournaments Coordinator(s)	<ol style="list-style-type: none"> <li>1. Is a member of the Tournaments Committee</li> <li>2. Reports to the President, as chair of the Tournaments Committee.</li> <li>3. Develops budgets for all GOV tournaments.</li> <li>4. Delivers GOV volleyball tournaments, including the annual and summer tournaments.</li> </ol>
Communications & Engagement Coordinator	<ol style="list-style-type: none"> <li>1. Reports to the President.</li> <li>2. Delivers GOV communications products and materials by: <ul style="list-style-type: none"> <li>● Drafting and maintaining the GOV communications policy, in collaboration with the Policy, Finance and Governance Committee, to promote best practices and to help ensure consistent messaging and use of terms;</li> </ul> </li> </ol>

Coordinator Position	Responsibilities
	<ul style="list-style-type: none"> <li>● Establishing an annual communications plan</li> <li>● Maintaining GOV’s mailing list(s);</li> <li>● Drafting major GOV communications products such as messages to the membership, news releases and official statements;</li> <li>● Supporting other coordinators in their communications to subsets of GOV members and clients, to ensure consistency with the GOV communications policy as well as annual communications plan;</li> <li>● Maintaining and updating content on the GOV website</li> <li>● Maintaining and posting content as well as responding to correspondence on GOV social media platforms;</li> <li>● Overseeing the development and consistent use of visuals and graphics used by GOV for events and activities.</li> </ul>
Volunteer Coordinator	<ol style="list-style-type: none"> <li>1. Reports to the President.</li> <li>2. Supports GOV’s volunteer capacity by: <ul style="list-style-type: none"> <li>● Working with other coordinators to identify, recruit and onboard volunteers to fill key positions and support the delivery of GOV programming, tournaments, events and other activities;</li> <li>● Managing a database of volunteers in support of the identification, recruitment, engagement, development and recognition of volunteers;</li> <li>● Providing leadership and direction to other volunteers;</li> </ul> </li> </ol>
Events Coordinator	<ol style="list-style-type: none"> <li>1. Reports to the President.</li> <li>2. Plans, organizes and facilitate social and promotional events such as GOV’s participation at Pride, after-play social activities, the annual tournament gala, and seasonal parties by: <ul style="list-style-type: none"> <li>● Developing an annual budget for GOV events;</li> <li>● Identifying appropriate venues to hold each event and contracting with the venue owners/managers;</li> <li>● Working with the Communications and Engagement Coordinator to develop communications plans and promotional content for GOV events;</li> <li>● Providing leadership and direction to other volunteers working on GOV events.</li> </ul> </li> </ol>
Sponsorship, Fundraising and Partnerships Coordinator	<ol style="list-style-type: none"> <li>1. Reports to the President.</li> <li>2. Delivers GOV’s short- and long-term sponsorship, fundraising and partnership goals by: <ul style="list-style-type: none"> <li>● Determining the strategies and approaches by which GOV raises funds;</li> <li>● Developing an annual fundraising plan and target;</li> <li>● Identifying sources of funding and other resources for the delivery of GOV programming, tournaments, events and other strategic priorities;</li> <li>● Establishing and maintaining relationships with key strategic partners to support the achievement of operational and strategic priorities;</li> </ul> </li> </ol>

Coordinator Position	Responsibilities
	<ul style="list-style-type: none"> <li>● Establishing and maintaining records of all fundraising, sponsorship and partnership agreements, including but not limited to contracts, letters of intent, and memorandum of understanding;</li> <li>● Working with the Vice-President (Finance) to monitor and report on funds spent on and revenue raised by fundraising activities.</li> </ul>



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Tim Klodt, Chair of the Board

22 August 2021

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Date



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James Clemens, Secretary of the Board

22 August 2021

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Date