



## BOARD OF DIRECTORS ROLE DESCRIPTION & INFORMATION

Volleyball BC has a policy-based and governance-focused board, which sets policy and hires a CEO to implement policy and the day-to-day work of the organization. The Volleyball BC Board of Directors is accountable to its members – the competitive players, coaches and referees who are voting members of Volleyball BC. It is expected that the Board will carry out its responsibilities in a consultative fashion.

### 1. Board Composition

The Board of Directors has between seven and nine members – President, Vice-President/Secretary, Treasurer, Athlete Representative, three Directors at Large and up to 2 appointed Directors. Elected Directors will serve terms of two years and will hold office until they or their successors have been duly elected unless they resign, or are removed from or vacate their office. Appointed Directors will serve a term of one year.

Volleyball BC is committed to encouraging diversity, inclusion, equity and access in its administration and governance. Part of this is encouraging equitable representation on the Board and Committees. This includes:

- Representation from small and large membership regions.
- Representation that reflects the gender, ethnic and social diversity of British Columbia.
- Representation from a diverse variety of volleyball experiences, skill sets, and backgrounds.

### 2. Responsibilities of a VBC Board Member

Being an effective member of the Board of Directors requires an individual to develop a sound understanding of VBC's activities and the factors that affect it, and exercise sound judgment in guiding the actions of the Association. A member of the Board needs to keep the 'big picture' in mind at all times.

For a Board of Directors to function effectively, each member needs to:

- Understand the organization's mission and mandate.
- Stay informed of the internal and external issues affecting the VBC's present and future activity and keep up to date on trends in the Association, in the sport community and general society that might affect these issues.
- Ensure that the Association's legal affairs are in order, know the Board of Directors' legal obligations and make sure they are upheld.
- Stay informed about the Association's budget and financial status and ask questions about any financial fact which is not understood.
- Solicit input and feedback about the Board of Directors' and Association's activities.
- Attend Board of Directors meetings; prepare and participate actively by asking questions, expressing viewpoints, listening and considering others' views, changing an opinion if the situation warrants and by making decisions.
- Bring individual training and experience to all Board of Directors decisions.
- Keep Board of Director's discussions confidential.
- Abide by and support the Board of Directors' decisions (in instances where a Director strongly

opposes decisions of the Board of Directors, s/he may wish to formally register their opposition, but their obligation to support the decision outside the Board of Directors meeting remains the same).

- Be willing to volunteer and accept assignments for Board of Directors work and complete them thoroughly and on time.
- Get to know other Board of Directors members and build a collegial working relationship that contributes to consensus.
- Actively participate in the Board of Directors' annual evaluation and suggest ways to improve the effectiveness of the Board of Directors.

### **3. Eligibility and Desirable Characteristics**

To be eligible for election as a Director, an individual must:

- a) Be 18 years of age or older;
- b) Have the power under law to contract;
- c) Have not been convicted of an offense involving fraud in the past five years;
- d) Have not been declared incapable by a court in Canada or in another country; and
- e) Not have the status of an undischarged bankrupt.

The VBC Board requires individuals who enjoy focusing on the big picture and being less involved in program and administrative detail. The following describe the desirable characteristics of an ideal individual board member:

#### **PERSONAL ATTRIBUTES**

- **A board member should have a broad range of experiences in volleyball.** Experience as an athlete, coach, official, organizer, administrator and ideally, in more than one role, will help the board member appreciate the variety of perspectives that must be considered in developing plans and policies.
- **Strategic, big-picture thinker** –a potential board member should enjoy the conceptual nature of policy development and strategic planning.
- An individual should demonstrate **engagement and integrity**. They are committed to and passionate about VBC's vision, mission and values. They uphold high ethical standards and integrity in professional and personal details.
- A very desirable characteristic of a board member will be **strong interpersonal skills** – articulate, comfortable with diversity of people, good listener. Members of the board will need to be able to work effectively with strong, diverse personalities and relate to various member groups.
- A Member of the board needs to be a **team player**. Consensus decision making is ideal in this type of board. The ability to commit to a common way of working and speaking with one voice requires the Member of the board to be able to share leadership and take on different roles for the common good of the board and the association.
- **Time** to commit to being a member of the Board. The changed nature of the Board will require that Directors come to meetings fully prepared and on time, engaged, listens, speaks up respectfully and works to resolve issues

#### **EXPERIENCE AND SKILLS**

The Board of Directors of Volleyball BC should, as a whole, possess the following skills and experience, while individual Directors must possess more than one:

- **Leadership and Prior Board Experience** - experience at a senior level managing operations of a large or complex commercial or non-profit entity and/or experience serving on non-profit boards.
- **Understanding and Knowledge of Volleyball** - experience in playing, refereeing, and/or coaching volleyball; experience in the different disciplines and organization of volleyball.
- **General Business Development** – marketing, sales, sponsorship, fundraising and event management experience.
- **Legal Governance and Planning Experience**– experience in legal work, developing bylaws, policies and good governance practices as well as strategic and other planning.
- **Accounting and Financial experience** – at least one individual must have a CPA designation
- **Communications** – experience in developing and/or leading marketing or customer service initiatives.
- **Human Relations Management** – knowledge of and experience in human resources management especially at an organizational level
- **Member and Community Relations**– experience in member and community relations and engagement including developing organizational capacity to serve a diverse membership.
- **Risk Management** – experience in developing policies and Risk Management procedures to identify and deal with risk management issues.

**For more information, contact:**

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