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| **DOCUMENT TITLE** | Role Description: Director at Large - Club |
| **LAST UPDATED** | October 2022 |
| **PURPOSE** | Articulate the roles, responsibilities, skills required, and outline terms and conditions. |
| **HOW TO USE** | Use this template when preparing a job posting.  Adapt to meet your organization’s specific needs. |
| **ADDITIONAL NOTES / CONSIDERATIONS**  A Board of Directors for a not-for-profit society in B.C. is made up of a minimum of three (3) members, at least one of which must ordinarily be a resident of British Columbia. While the B.C. Societies Act does not stipulate a maximum number of board members, the B.C. Societies Act model bylaws recommend three (3) to 11 board members. Numerous other governance best practices (e.g., Canadian Sport Governance Code) recommend a minimum of five (5) and a maximum of 15 board members, with other leading practices citing seven (7) to 11 members as the ideal number.  This document has been designed as a template for the job description of Director at Large – applicable to a club, association, or other not-for-profit organization in British Columbia. It is recommended to be modified as desired by the organization and Board, but also be updated as the as the laws and regulations of the B.C. Society Act evolve.  It is important to note that even if the Board lawfully delegates responsibility for a decision to the Director at Large - Club, the accountability the Board assumes can never be delegated. The Board is ultimately responsible for all its decisions (made collectively, or as a single individual on the Board), thus including those made through delegation. Considering this, the Board would be prudent to ensure that any Committee has the appropriate experience, delegations, and reporting lines.  This document does not constitute legal advice and should not be relied upon as such. Expert counsel is recommended if there are any issues requiring clarification. | |
| *Remove this table from the document before revising and issuing for your organization.* | |

# Board Member / Director-at-Large - Club

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| Job Purpose | A Board Member's role for is to assist the President/Chair, Secretary, Treasurer and other general members of the board in:   * Establishing and achieving the club's goals and objectives; * Administering the club in accordance with the B.C. Societies Act, club constitution, rules, by-laws, policies, and procedures; and, * Protect the long-term interests of the club. |
| Job Responsibilities | The primary tasks of a Board Member are as follows:   * Act honestly and in good faith with a view to the best interests of the society. * Assist the President/Chair and other members of the board in planning, developing, and implementing strategic initiatives. * Have a thorough understanding of the club constitution, rules, by-laws, policies, and procedures and ensure that they are adhered to and promoted throughout the club's day-to-day administration. * Assume responsibilities for certain portfolios as assigned by the President/Chair or Board. * Assist the President/Chair, Treasurer and Secretary as needed in their duties. * Attend and actively engage in committee meetings. * Publicly support the decision and direction of the Society as determined by the collective Board of Directors through their democratic process. |
| Appointment & Tenure | The director is appointed for a period of **<XX>** years with the option to stand for **<XX>** further term(s). |
| Time Commitment | An estimated commitment of **<XX>** days per month plus attendance at least **<XX>** weekend(s) a year. Meetings may be a combination of in person and online. |
| Conflict of Interest | The board member/director-at-large should be free of material conflicts of interest and disclose any matters that could compromise their ability to perform as a director. |
| Personal Abilities & Skills | The director should ideally have the following abilities:   * Committed to making a difference in the club. * Capable of providing informed viewpoints during group discussions at board meetings. * Rationally consider opposing ideas and viewpoints. * Team player - the ability to commit to a common way of working and speaking with one voice requires the board to share leadership and take on different roles for the common good of the board and the association. * Receptive to change. * Strong interpersonal and communication abilities * Maintain confidentiality |
| Additional Qualifications | Must be at least 18 years of age, unless the society regulations stipulate otherwise (in which case 16 or 17 years old would be permitted). |
| Safeguarding | The successful candidate for this role will be subject to an Enhanced Criminal Record (E-PIC) Check prior to appointment. |