

 <p data-bbox="245 527 690 579">POLICY MANUAL</p>	<p data-bbox="797 222 1360 300">Subject: Board Roles and Responsibilities</p> <p data-bbox="797 363 1341 399">Number: OVCA- <u>Number</u></p> <p data-bbox="797 462 1386 497">Enacted Date: August 17th, 2023</p> <p data-bbox="797 560 1333 596">Last Revised: <u>Modified Date</u></p> <p data-bbox="1149 642 1430 678">Number of Pages: 3</p>
<p data-bbox="183 762 695 793">Approved by: Board of Directors</p>	<p data-bbox="781 762 1295 806">Signature: <i>Paul Hennessey</i> - Acting Chair</p>

VERSION CONTROL		
Version	Date	Comments
1.0	August 17th, 2023	

PREAMBLE

The Board is responsible for the stewardship of the Ottawa Valley Curling Association (OVCA) which is a not-for-profit, non-share capital association. It is responsible for managing, supervising and overseeing the governance of the organisation on behalf of its member clubs. The Board has the statutory authority and obligation to protect and enhance the assets of the association in the interest of its voting members and their registrants.

PURPOSE

To define and clarify the responsibilities of a director of the OVCA.

DEFINITIONS

The following terms have these meanings in this Policy:

- “OVCA” or “*the Association*” - The Ottawa Valley Curling Association
- “*Director*” - One who has been duly elected or appointed to the position of director according to the bylaws of the Association
- “*Board*” - the body, as defined in the bylaws, charged with the oversight and operation of the Association

POLICY

A director of the OVCA has the following responsibilities to the Association:

1. Provide oversight of association affairs by
 - a. developing policies,
 - b. ensuring that assets are secure,
 - c. ensuring financial controls are sound,
 - d. identifying and mitigating risks, and
 - e. approving and monitoring the budget of the association.
2. Periodically reviewing and updating the OVCA Bylaws and Policy Manual. Directors have a duty to comply with governing documents, to ensure committees and working groups do as well, and ensure documents remain current and accurate.
3. Affirm the mission statement and develop the strategic plan, including developing and approving the short term and long term strategic priorities and goals for the association

4. Attend Board of Directors meetings which includes:
 - a. Where required, the preparation of Board reports both written and oral, no less than seven (7) days prior to the scheduled meeting date;
 - b. advanced review and comment on Board meeting materials;
 - c. active engagement/discussion during meetings and;
 - d. accepting take-away tasks.
5. Participation on standing and ad-hoc committees as assigned;
6. Attend the OVCA Annual General Meeting (traditionally held each September) and contribute to the prior planning and agenda management for the AGM; actively participate in meeting presentations and discussions; and promote stakeholder outreach and engagement with member curling clubs.
7. Maintain Board confidentiality. While respectful comment and debate is highly encouraged during Board meetings, once a decision is made the Board speaks with one voice. Only the Chair or a director so designated by the Chair may speak on behalf of the Association.

Additional Information

Periodically, Directors may be asked to attend local curling club board meetings and curling symposiums to present/discuss the Association's priorities and initiatives to enhance the ongoing relationship and communications exchange. Directors are asked to wear business casual clothing and wear their curling club or Ottawa Valley Curling Association name tag (if available).

Directors are encouraged to take advantage of professional development training opportunities that may arise. Depending on the opportunity, the OVCA may, at its sole discretion, cover some or all of the costs associated.

Directors are encouraged to take on different roles and portfolios during their tenure. This includes the role of Vice Chair. The role of Vice Chair should not be viewed solely as a "stepping stone" role to Chair, and a Vice Chair is NOT automatically assumed to be the "Chair in Waiting".

An OVCA Director has a range of responsibilities and duties to fulfil during their term of appointment. Depending on their assignments, a Director should expect to commit an average of 1-2 hours each week and in weeks where there are Board or Board committee meetings scheduled, this could rise to 3 - 6 hours