

Alberta Sports Hall of Fame

**Board Member Job Description**

***Preamble:***

The ASHF operates primarily with a Policy Governing Board. That is, the Board governs the organization by making policies that determine the long-term direction of the ASHF. Every Board member owes a fiduciary duty to the ASHF and as such, acts honestly and in good faith, with a view to the best interests of the ASHF. The Board hires a senior staff person (Executive Director) to implement the Board’s policies and to manage the day-to-day business of the ASHF.

The following job description indicates expectations of a Board member and can also be used to orient a new Board member or evaluate current Board members’ effectiveness.

## JOB DESCRIPTION

# Position: BOARD MEMBER

**Authority and Responsibility**

The Board of Directors is the legal authority for the ASHF. As a member of the Board, a director acts in a position of trust for the community and is responsible for the effective governance of the organization.

# Requirements

Requirements of Board membership include:

1. Commitment to ASHF Strategic Direction.
2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, and/or personnel.
3. General attributes include knowledge of sport, business acumen, corporate and/or not for profit board experience, policy development, team player.
4. The Board should possess the following specific skills and experience (an individual Director is not expected to possess each of the key areas but must possess more than one). Leadership, Government Relations, Funds Development/Advancement, Accounting & Finance, Legal, Strategic Change Management, Human Resources Management, Marketing/Communications, Entrepreneurship, Sport Perspective and Advocacy, Political Capital.
5. Make an annual gift to the ASHF at a personally meaningful level and engagement with a range of fund development activities, (e.g. advocacy, stewardship, identifying prospects, attending events, donor meetings).
6. Willingness to serve on at least one committee and actively participate.
7. Attendance at regularly scheduled Board meetings including participation in conference calls.
8. Attendance at meetings of assigned committees.
9. Attendance at Annual General Meeting.
10. A time commitment of five (5) to ten (10) hours per month (includes Board preparation, meeting and committee meeting time).
11. Prepare for and participate in the discussions and the deliberations of the Board.
12. Be informed of the programs and services provided by ASHF and publicly support them.
13. Support of special events and support of, and participation in, fundraising events.
14. Sign and agree to comply with the ASHF *Code of Conduct* Policy.

# Term

The Directors shall be appointed for a term not to exceed 3 years. Directors may be re-appointed for two additional terms.

**Appointment of Officers**

The Directors shall elect Officers, a Chairperson, a Vice-chairperson, and a Secretary/Treasurer who shall hold office for a term of up to 3 years with the ability to be appointed for an additional term of 1 year or until such time as that person resigns or is discharged by the Board. The Board may appoint such other Officers as they determine necessary, who shall have such authority and shall perform such duties as may from time to time be described by the Board of Directors. One Director may hold at any time two offices.

# General Duties

A Director is fully informed on organizational matters and participates in the Board’s deliberations and decisions in matters of policy, finance, programs, personnel, and advocacy.

1. Governing the Hall by the broad policies developed by the Board.
2. Establish overall long- and short-term goals, objectives, and priorities for ASHF in meeting the needs of the community.
3. Promote ASHF through community networking, etc.
4. Be accountable to the funders for the services provided and funds expended.
5. Monitor and evaluate the effectiveness of ASHF through a regular review of programs and services.
6. Being accountable and seeking nominations for election to the Board when appropriate.
7. Prepare for and participate in the discussions and the deliberations of the Board.
8. Be aware of and abstain from any conflict of interest.
9. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees, and senior staff.
10. Monitor all Board policies and recommend policy to the Board.
11. Review the Bylaws and policy manual and recommend Bylaw changes to the Board.
12. Review the Board’s structure, approve changes, and prepare necessary Bylaw amendments.
13. Participate in the development and approval of ASHF’s strategic plan.
14. Approve ASHF’s budget.
15. Approve the hiring and review of the Executive Director, including the Executive Director’s employment contract, based on the recommendation of the Personnel and Compensation Committee.
16. Support and participate in evaluating the Executive Director.
17. Assist in developing and maintaining positive working relations among the Board, committees, staff members, and community to enhance ASHF’s mission.

# Evaluation

A Director’s performance is evaluated annually based on the performance of assigned Board requirements and duties.

# Eligibility

Any individual, who is eighteen (18) years of age or older; has not been declared incapable by a court in Canada or in another country; does not have the status of bankrupt; has fulfilled the requirements of the Income Tax Act in relation to serving as a director with a registered charity; is independent; and is not a current employee or contractor in any position with the Corporation; may be nominated for election as a Director – based on requirements of the NFP Act.

# Review Date and Approval Date

The Nominations Committee annually reviews the Board Member Job Description. Recommended changes are presented to the Board.

The following Committees are presently in place:

**Standing Committees** (i.e. reporting to the Board):

##### Executive Committee

Board Chair

Vice Chair

Secretary

Treasurer

ASHF Executive Director

##### Fund Development/Marketing Committee

Board Chair

Vice Chair

Board Member (3) - At Large

ASHF Executive Director

##### Selection Committee (7 members, plus a Chair)

Board Chair

Board Member (at least 1)

Current Hall of Fame Members (at least 3)

Sport media representative (at least 1)

1. **Finance Committee**

Treasurer (Chair)

Board Chair

 Board Member – At Large

ASHF Executive Director

1. **Nominating Committee**

Board Chair

Selection Committee Chair

Board Member – At Large

ASHF Executive Director

1. **Infrastructure/Facility Committee**

Board Chair

 Board Member – At Large

ASHF Executive Director

1. **Alumni Development Committee**

Board Chair

 Board Member (4) – At Large with Geographic Representation

ASHF Executive Director

1. **Government Relations/Stakeholders Committee**

Board Chair

 Board Member (3) – At Large

ASHF Executive Director