



*2015 - 2016*

*Board Orientation*

*For New Board Members*



## **LETHBRIDGE CURLING CLUB**

The Lethbridge Curling Club is a not-for-profit provincial organization. It has a constitution and by-laws and is governed by an elected Board of Directors. By definition the Board of Directors is a policy making board.

## **MISSION STATEMENT**

The Lethbridge Curling Club is a recreational and social organization serving the curling community. We are dedicated to providing a superior curling experience and facility for curlers of all abilities. We make curling fun.

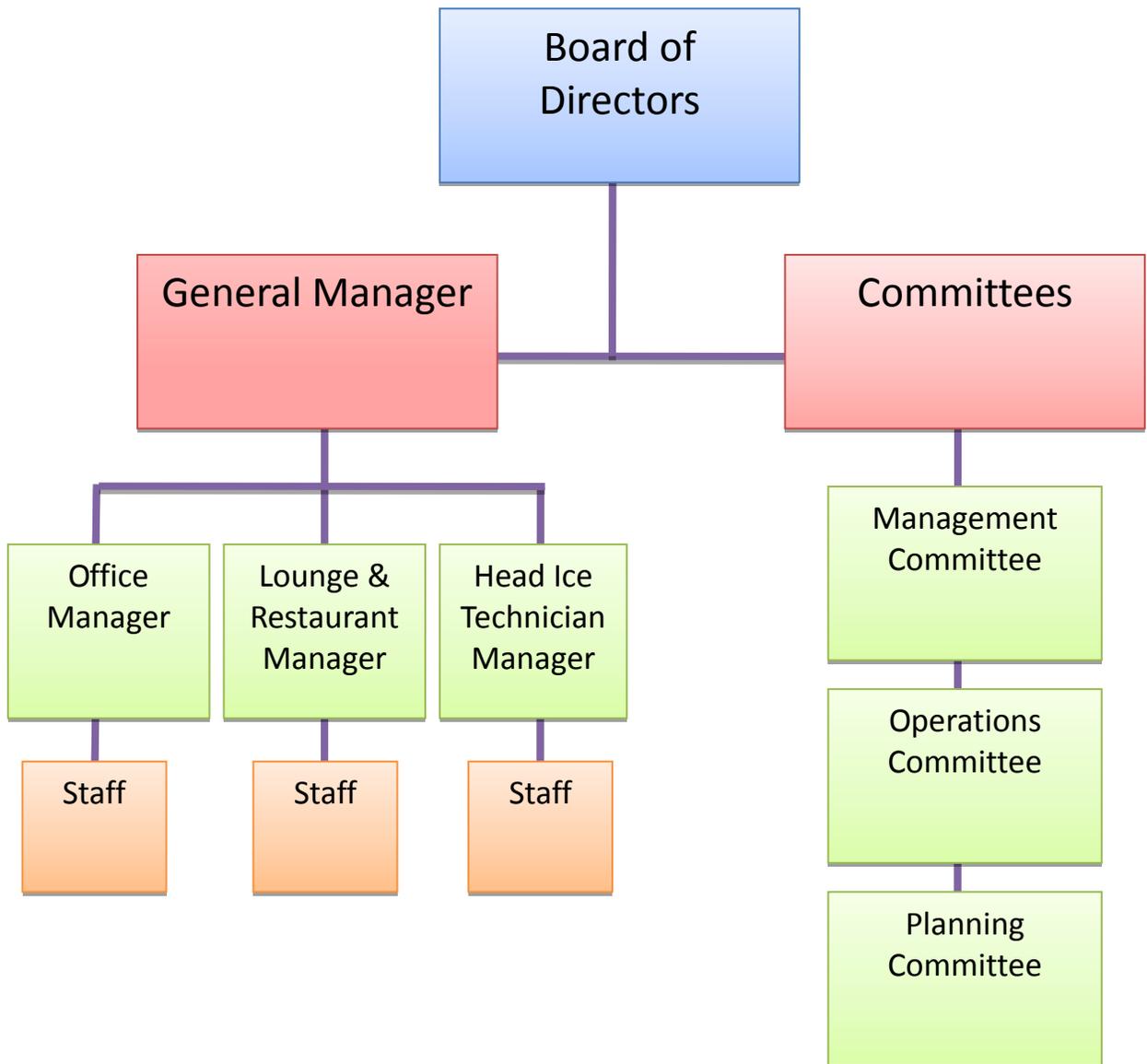
## **VISION STATEMENT**

The vision of the Lethbridge Curling Club for 2020 is that:

- Curling is recognized as a healthy, fun, activity integral to all ages, genders and abilities in the community.
- We have an environmentally-friendly curling facility designed as the year-round hub of social and business functions in the area.
- The Lethbridge Curling Club has a strong, strategic partnership with community group or groups positioned to deliver complementary services.
- In addition to providing for all aspects of curling, the Lethbridge Curling Club is open year-round providing the opportunity for a variety of social and recreational activities.
- Our club fosters the growth of new, developing and continuing curlers.
- We have the ability to transition from state-of-the-art curling club to arena in order to host major curling and other large spectator events.

# Lethbridge Curling Club

## 2015 – 2016 Organizational Chart



## **SECTION VI**

### **BOARD ORIENTATION PACKAGE**

The Board of Directors of the Lethbridge Curling Club operates as a Policy Board. Its primary purpose is to focus on the larger issues, to delegate with clarity, to oversee management's work without meddling, to rigorously evaluate the accomplishments of the organization and to truly lead its growth.

## BOARD OF DIRECTORS APPLICATION

I \_\_\_\_\_ am interested in letting my name stand for Election to the Board of Directors of the Lethbridge Curling Club at the Annual General Meeting to be held on March 30, 2015.

Brief Bio

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Attach separate sheet if more room is needed.

In the event that I am unable to attend the AGM I would allow this to be read and introduced as my nomination to the general membership for my bid to be elected to the LCC Board of Directors.

I acknowledge that I have read and understand the Job Description and Code of Conduct for Lethbridge Curling Club Board members.

Date \_\_\_\_\_ Signature \_\_\_\_\_

# **Lethbridge Curling Club**

## **Board of Directors**

### **Job Description**

#### **Position: Board Member**

#### **Authority and Responsibility**

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

#### **Requirements**

Requirements of Board Members include:

1. Commitment to the work of the Lethbridge Curling Club
2. Knowledge and skills in one or more areas of the Board governance: policy, finance, programs, personnel, and advocacy
3. Willingness to serve on committees
4. Attendance at monthly Board meetings
5. Attendance at meetings of assigned committees
6. Attendance at Annual General Meetings
7. Support of special events
8. Support of, and participation in, fund-raising events

#### **Term**

- \* Directors are elected by the membership at the Annual General Meeting. Directors serve for a three-year term.
- \* Directors may be released at the end of the elected term, by resigning, or according to the Lethbridge Curling Club's bylaws.

#### **General Duties**

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

The Board Member must:

1. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees, and senior staff.
2. Monitor all Board policies.
3. Review bylaws and policy manual, and recommend bylaw changes to the membership.
4. Review the Board's structure, approve changes, and prepare necessary bylaw amendments.
5. Participate in the development of the Lethbridge Curling Club's plan and annual review.
6. Approve the Lethbridge Curling Club's budget.
7. Approve the hiring and release of the General Manager, including the General Manager's employment contract, based on the recommendation of the Management Committee.
8. Support and participate in evaluating the General Manager.
9. Assist in the developing and maintaining positive relations among the Board, committees, staff members, and community to enhance the Lethbridge Curling Club's mission.

# ***BOARD OF DIRECTORS***

## **CODE OF CONDUCT**

Lethbridge Curling Club Board Members need to demonstrate ethical and professional conduct to maintain the confidence of the membership and the public. This commitment includes proper use of authority and appropriate actions in the group and the individual behavior when acting as Board Members.

1. Lethbridge Curling Club Board Members must be loyal to the interests of the membership over and above any:
  - a. Loyalty to advocacy or interest groups, and membership on other boards or staffs.
  - b. Personal interest of any Board Member acting as an individual consumer of this organization's services.
2. Lethbridge Curling Club Board Members are trustees of public confidence and securities. They must avoid any conflict of interest.
  - a. There must be no self-dealing or any conduct of private business or personal services between any Board Member and the Lethbridge Curling Club. Exceptions can occur only when there is openness, competitive opportunity and equal access to information.
  - b. Board Members must not use their positions to obtain employment within the Lethbridge Curling Club for themselves or any family members.
  - c. If a Board Member is considered for employment he or she must temporarily withdraw from deliberation, voting and access to Applicable Lethbridge Curling Club information.
3. Board Members must not exert any individual authority over the Lethbridge Curling Club except as stated in the Lethbridge Curling Clubs policies.
  - a. Individual Board Members do not have the authority to speak for the Lethbridge Curling Club when they interact with staff, the public, the press and other entities unless granted this authority by the whole board.
  - b. Board Members must not make any judgments of staff performance except if the performance is officially assessed against the Lethbridge Curling Club policies
4. Board Members deal with outside entities or individuals, with clients and staff, and with each other using fair play, ethics and straight forward communication.
5. The Board of Directors of the Lethbridge Curling Club is a policy board.
  - a. During our meetings, it is the responsibility and duty of each member to give considered thought to all business items before the board, to voice your opinion and vote the way you believe.
  - b. There will be issues that you firmly believe in that are defeated or passed against your vote.
  - c. The majority rules but the minority must be heard.
  - d. Once a decision is made by the board, in all public discussions, it is your duty to support the board decision. This does not mean that you need to tell everyone that it was right or that you agree with the decision, but it does mean you need to support it.
  - e. You can offer to take back any feedback you get, but must not say that you don't agree with the decision.If you are unable to support a board decision publicly, the Board may request you resign from the board.

# **PLANNING COMMITTEE TERMS OF REFERENCE**

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## **GENERAL PURPOSE**

The planning committee is a Standing Committee that:

- Develops plans to engage and retain our members
- Develops strategic plans to maintain and grow our community involvement
- Retains the positive atmosphere of our membership while moving forward to the new facility.
- Develop plans for event hosting

## **KEY DUTIES & RESPONSIBILITIES**

### **Membership:**

- Identify the benefits of being a member of the Lethbridge Curling Club
- Identify ways/means to retain and increase membership.

### **Volunteers:**

- Assist in the recruitment and retention of volunteers.
- Promotion of volunteerism within the club
- Plan and assist with a volunteer awards event.

### **Promotion:**

- Club awareness within the Community (Parades, Schools)
- Increase knowledge of existing programs (leagues, bonspiels, etc)

### **New Facility:**

- Bring forward ideas for the planned 12 month operation.
- Survey members of expectations

## **COMPOSITION AND APPOINTMENTS**

The committee will consist of a minimum of four Directors from the LCC Board. This committee will appoint a chair and vice-chair for a one year term.

## **MEETINGS**

Meetings will be held monthly or as required.

## **REPORT AND TARGET DATES**

The committee will submit reports, written and/or verbal from each meeting to the LCC Board of Directors

## **APPROVAL AND REVIEW DATE**

The Terms of Reference will be reviewed annually within one month of the committee formation and amended as required.

*Created May 12, 2010*

*Revised July 14, 2014*

# **OPERATIONS COMMITTEE TERMS OF REFERENCE**

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## **GENERAL PURPOSE:**

To ensure fiscal responsibility, long term economic and physical health of the Lethbridge Curling Club (LCC).

## **KEY DUTIES AND RESPONSIBILITIES:**

### **Finance**

- Recommend approval of the audited financial statements of the Board.
- Review yearly operating and capital budgets prepared by management.
- Review monthly and yearend financial statements.

### **Building and Maintenance**

- Maintain a long term plan for the general upgrading and capital improvements of the entire facility.
- Review with the general Manager proposals sought or required by the LCC to enhance the facility and its operations.

### **Policy/Operation Manual**

- Review and update as needed, the Policy/Operations Manual prior to February 28 of each year.

### **Fundraising**

- Bring forward fundraising opportunities for the LCC.

## **COMPOSITION AND APPOINTMENTS**

The committee will consist of at least fifty percent (50%) of the LCC Board Members. The committee will appoint a chair and vice-chair for a one year term.

## **MEETINGS**

Meetings will be held at least once a month.

## **ANNUAL OBJECTIVES**

Review and update as needed, the Policy/Operations Manual.

## **RESOURCES**

Utilization of LCC staff and resources as required with the approval of the General Manager.

## **REPORT AND TARGET DATES**

The committee will submit a report, either written or verbal to the Board from each meeting.

## **APPROVAL AND REVIEW DATE**

The Terms of Reference will be reviewed at least annually, within one month of the committee formation and amended as required.

*Created May, 2010  
Revised July, 2014,*

# **MANAGEMENT COMMITTEE TERMS OF REFERENCE**

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## **GENERAL PURPOSE**

To evaluate the By Laws and oversee the management activities of the Lethbridge Curling Club.

## **KEY DUTIES AND RESPONSIBILITIES**

### **By Laws:**

- Review and recommend changes to By Laws if required

### **Management:**

- Review Management issues throughout the year and propose actions to the Board for approval.
- Compile Management issues, suggestions and complaints from the members and recommend appropriate responses.
- Review Management Employment Structure, Evaluation procedures, Remuneration and bonus structures and suggest changes necessary to make structure relevant to future business model.
- Provide to the Board, prior to the AGM, a forward looking succession report outlining key action items and ideas for consideration by the next board.

### **Negotiations**

- Conduct scheduled consultations and evaluations of personnel and business issues with the General Manager.

## **COMPOSITION AND APPOINTMENTS**

Committee membership shall include the Board President and Vice President. The Vice President shall be the chair person.

## **MEETINGS**

To be held as required

## **RESOURCES**

Must have access to all club business information

## **REPORTS**

Submit regular Management Committee reports to the Board

## **REVIEW DATES**

Terms of Reference will be reviewed annually and amended as required

*Created May 2010*

*Reviewed October 2014*