



BOARD MEMBER POSITION DESCRIPTION

Softball BC

Link to Mission: Softball BC's mission is to grow softball across British Columbia by supporting players, coaches, umpires, clubs and volunteers through inclusive pathways that develop people, strengthen communities, and inspire excellence. Members of the board continually inspire others to be involved. They are leaders in sport and the community, with a commitment to providing excellence at all levels of the organization.

Authority and Responsibility: Responsible to the Board of Directors through the President and to the membership by which they were elected. 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 Softball BC. Individual Board members have no authority to approve actions of the organization, direct staff, or speak on behalf of the organization, unless specifically authorized by the Board of Directors.

Requirements:

- Commitment to the mission, values and work of Softball BC
- Knowledge and skills in one or more areas of board governance: policy, finance, programs, personnel, and advocacy
- Willingness to serve on committees
- Attendance at board meetings
- Attendance at meetings of assigned committees
- Attendance at meetings of the members, including Annual General Meetings, Special Meetings or other meetings of the membership
- Support of events and special events of Softball BC
- Support of, and participation in, fundraising events
- Confidentiality is required for reports and discussions

Skills and Attributes:

- Strategic and/or visionary thinking
- Ability to work as part of a team
- Dedicated and committed to the mission of Softball BC
- Knowledgeable about Softball BC and the Canadian sport system
- Knowledge and understanding of Good Governance
- Discretion and Confidentiality
- Communication skills
- Zest for learning

Term: Directors are elected by the membership at the Annual General Meeting. Directors serve a three-year term. Directors may be released at the end of the elected term, by resigning or in accordance with Softball BC bylaws.

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

- Participate in the development of Softball BC's strategic plan and provide strategic oversight to Softball BC.
- Approve the Softball BC budget on an annual basis and provide fiduciary oversight to Softball BC, including ensuring compliance with regulations for all compliance bodies.
- Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and senior staff.
- Monitor all Board policies.
- Review the bylaws and policy manual, and recommend bylaws changes to the membership as needed.
- Review the Board's structure, approve changes, and prepare necessary bylaw amendments.
- Approve the hiring and release of the executive director, including the executive director's employment contract, based on the recommendations of the Finance and Human Resources Committee.
- Support and participate in the evaluation of the Executive Director.
- Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance Softball BC's mission.

Evaluation: The Board will conduct a collective evaluation annually, and Directors will participate in a self-evaluation of the Board's performance and their individual contributions.

Review Date and Approval Date: The Governance Committee reviews the Board Member Position Description annually to coincide with the completion of the Board of Directors Recruiting and Development Matrix review. Recommended changes are presented to the Board.

Approval Date:

Review Date: