

|  |
| --- |
| **FLCC Board Responsibilities – board refers to elected FLCC Board of Directors** |
| 1. | Take an active interest in all club matters and all club members |
| 2. | Act in the best interest of the club as a whole |
| 3. | Provide general supervision of all matters affecting the club |
| 4. | Ensure members are informed of club activities |
| 5. | Represent the interests of the majority of members |
| 6. | Be conversant with FLCC Constitution and Bylaws |
| 7. | Personally uphold and ensure all members uphold the rules of the club |
| 8. | Be abreast of club developments and make recommendations to board |
| 9. | Ensure board is informed of all activities including liaisons with outside agents |
| 10. | Ensure board approval obtained for any agreement involving the club and it’s equipment  |
| 11. | Ensure club equipment is properly scheduled and available for programs and member usage |
| 12. | Develop with input from members both short and long term plans for the divisions |
| 13. | Prepare for and attend all general and board meetings |
| 14. | Prepare reports as required for members, board and outside agents |
| 15. | Assist in preparation of agendas – prepare proposals and presentations as required |
| 16. | Ensure fiscal responsibility of divisions and club to ensure club longevity |
| 17. | Monitor club finances and make recommendation - inform board and assist with Grant applications |
| 18. | Assist in preparation of budgets and other AGM materials |
| 19. | Ensure all purchases are included in budget and approved by board |
| 20. | Develop safety procedures for club and divisions. Ensure safety policies distributed and followed by members |
| 21. | Act as first contact for potential members ensuring proper contact is given |
| 22. | When appointed by the board liaison between affiliated organizations: DBC, CORA and other organizations |
| 23. | When appointed by the board liaison between Township of Langley, various community groups and FLCC and promote the club in community and within associated organizations |
| 24. | Liaison with all board and divisions to help build the club-wide view of developments |
| 25. | Ensure all publications and advertising are approved by board to achieve consistency and accuracy |
| 26. | Assist fellow board members and club members when needed |
| 27. | Promote programs and expansion of the club |
| 28. | Promote growth and understanding between divisions in club |
| 29. | Encourage all members to participate in all club activities |
| 30. | Review club website regularly – contact webmaster with required changes, updates and input |
| 31. | Projects as directed by board |
|  |
| **Additional responsibilities by board members.** |
|  |
| **Commodore** |  |
| 1. | Chair all meetings and sit on all committees |
| 2. | Ensure all board members are fulfilling their duties and communicating between divisions |
| 3. | Front line representative of club – the board may appoint another member or board |
|  |
| **Vice Commodore** |  |
| 1. | Deputize for Commodore when necessary |
|  |
| **Secretary** |  |
| 1. | Maintain meeting schedule, booking locations, and inform attendees in timely manner |
| 2. | Compose agendas for meetings with input from board and members |
|  | 🢬 | Ensure meeting notice and required information distributed as required |
| 3. | Compose official minutes of board and general meetings |
|  | 🢬 | Collect and record proxy names, when required |
|  | 🢬 | Arrange timely distribution of minutes and reports |
| 4. | Maintain effective club records – digital and print |
|  | 🢬 | Meetings – minutes, agendas, reports, budgets, plans, correspondence |
|  | 🢬 | Society requirements, except those kept by treasurer |
| 5. | Write correspondence and thank-you notes as required |
| 6. | Review/edit all publications/advertising/marketing items for approval by board |
| 7. | Maintain register of members and retain membership records |
| 8. | Ensure all members receive all club information |
|  | 🢬 | Maintain club webpage |
|  | 🢬 | Produce club newsletter and post on website |
| 9. | Distribute and maintain record of club keys |
| 10. | Maintain inventory records – equipment numbers, maintenance, location and valuation |
|  |
| **Treasurer** |  |
| 1. | Provide financial supervision of all matters affecting club |
| 2. | Prepare financial records presented at meetings (financial reports, budgets, plans) |
| 3. | Maintain financial records necessary to comply with all government requirements, including the Canada Revenue Agency |
| 4. | Prepare and file income tax and GST returns |
| 5. | Ensure all divisions finances are up-to-date and included in club books |
| 6. | Sign or countersign instruments as required |
| 7. | As directed by the Board arrange annual financial review of year end accounts |
| 8. | Ensure all purchases are approved and paid in a timely manner and that all sales are promptly recorded and deposited |
| 9. | Maintain the Membership spreadsheet in relation to members, boat usage and events, along with other Directors |
|  |
| **Member-at-Large** |  |
| 1. | Project development as directed by board (water lot lease, yard storage, club house, channel safety) |
| 2. | Ensure club consistency of safety policies and ensure all divisions follow safety policies |
| 3. | Prepare monthly report to keep board informed of activities |
| 4. | Book coach/safety boats and ensure website schedule is maintained |
| 5. | Ensure coach/safety boats motors are serviced regularly |
| 6. | Monitor security tracking of coach/safety boats |
| 7. | Oversee repairs to big boat (DB, OC6, Voy) |
| 8. | Oversee repairs to facilities (i.e. docks, debris deflector) |
| 9. | Oversee Volunteer Job Lists |
| 10. | Distribute club keys and service locks |
| **Division Coordinators – Dragon boat, Outrigger, Voyageur** |  |
| 1. | Liaison between the division and club |
|  | 🢬 | Prepare monthly division reports to |
|  |  | keep board informed of division activities  |
|  |  | keep other divisions informed of division activities |
|  | 🢬 | Bring division members’ concerns to board |
| 2. | Keep division members informed |
|  | 🢬 | Organize and attend divisional meetings form members input and information |
|  | 🢬 | Ensure division members have seasonal updates for boat usage and rules (eg freshet) |
|  | 🢬 | Ensure division members understand and follow safety and usage policies  |
| 3. | Ensure membership fees have been paid |
|  | 🢬 | Division Coordinators to review membership list |
|  | 🢬 | Contact team captains at beginning of the season to ensure members have paid |
|  |  |  |
| 4. | Coordinate with treasurer to ensure proper division invoicing and collection in a timely manner |
|  | 🢬 | Member fees such as boat usage, coach fees, regatta fees |
|  | 🢬 | Non-member fees as programs and outings |
| 5. | Determine division equipment and facility requirements with division budgeting and forecasts and submit recommendations to board for approval |
| 6. | Coordinate ongoing repairs and maintenance for divisions equipment and facilities |
|  | 🢬 | Coordinate regularly power-washing and bailing/snow removal crews |
|  | 🢬 | Coordinate all repairs and maintenance and report for maintenance records |
| 7. | Coordinate keys for division ensuring members listed with key coordinator |
| 8. | Coordinate member group purchases, distribution and collection of payment (paddles) |
| 9. | Book division equipment and ensure website equipment schedule maintained |
| 10. | Ensure members fill in online attendance (Voy, DB, OC6) or in case of OC1’s calendar booking. Ensure there are blank forms available (waivers) for drop-ins if required. |
| 11. | Organize division events/outings/clinics – ensuring board and membership are informed |
|  | 🢬 | Regattas (Voyageur Cranberry races, OC River Run, OC small boat races…) |
|  | 🢬 | Trips |
|  | 🢬 | Community events – parades, Brigade Days, open houses |
|  | 🢬 | Safety and training clinics |
|  | 🢬 | Volunteer/employee training and coordinating – ensure proper documentation |
| 12. | Promote division programs/events – ensuring all promotional materials approved by board |
| 13. | Ensure division website is up-to-date, accurate and informative |
|  | 🢬 | Contact webmaster with updates in a timely manner |

2021-03-15