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| **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 | | | | |
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| **Additional responsibilities by board members.** | | | | | | |
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| **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 | | | | | |
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| **Vice Commodore** | | | | |  | |
| 1. | Deputize for Commodore when necessary | | | | | |
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| **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 | | | | | |
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| **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 | | | | | |
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| **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 | | | |
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| 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