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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 the club’s 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 the club developments and make recommendations to the Board | | | | |
| 9. | | Ensure the Board is informed of all activities including liaisons with outside agents | | | | |
| 10. | | Ensure that Board approval is 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, including the AGM | | | | |
| 14. | | Prepare reports as required for club members, the Board and outside agents | | | | |
| 15. | | 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 to the Board and assist with Grant applications | | | | |
| 18. | | Assist in preparation of budgets and other AGM materials | | | | |
| 19. | | Ensure all purchases are included in the budget and approved by board | | | | |
| 20. | | Assist with the development of safety procedures for the club and divisions. Ensure that safety policies are distributed and followed by members | | | | |
| 21. | | Act as first contact for potential members ensuring proper assistance is given | | | | |
| 22. | | When appointed by the Board liaise between affiliated organizations: DBC, CORA and other organizations | | | | |
| 23. | | When appointed by the Board liaise between Township of Langley, Community groups and within associated organizations | | | | |
| 24. | | Ensure all publications and advertising are approved by the Board to achieve consistency and accuracy | | | | |
| 25. | | Assist fellow Board members and club members when needed | | | | |
| 26. | | Promote programs and expansion of the club | | | | |
| 27. | | Promote growth and understanding between divisions in the club | | | | |
| 28. | | Encourage all members to participate in all club activities | | | | |
| 29. | | Review club website regularly – contact webmaster with required changes, updates and input | | | | |
| 31. | | Projects as directed by the Board | | | | |
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| **Additional responsibilities by Board Members.** | | | | | | |
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| **Commodore** | | | | |  | |
| 1. | Chairs all meetings and sits on all committees | | | | | |
| 2. | Ensures all Board members are fulfilling their duties and communicating between the divisions and to the Board | | | | | |
| 3. | Front line representative of the club | | | | | |
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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 the Board meetings and the Annual General meeting | | | | | |
|  | 🢬 | | | 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 | | | | | |
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| **Treasurer** | | | | |  | |
| 1. | Provide financial supervision of all matters affecting club | | | | | |
| 2. | Prepare financial records (financial reports, budgets, plans) and present at meetings | | | | | |
| 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. | Prepare Invoices for community/school outings and advise divisions if payment has been made | | | | | |
| 6. | Sign and countersign instruments (banking) are in place 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. | | | | | |
| 10. | Assist with documentation of Agreements with Bedford Channel Society (BCS) | | | | | |
| 11. | Assist with review of insurance for the Club, liability, docks and equipment. | | | | | |
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| **Directors at Large (Member at Large)** | | | | | |  |
| 1. | Duties as Assigned by the Board. May include but are not limited to the following: | | | | | |
|  | 🢬 | | Project development as directed by the Board (water lot lease, yard storage, club house, channel safety) | | | |
|  | 🢬 | | Book coach/safety boats and ensure website schedule is maintained | | | |
|  | 🢬 | | Ensure coach/safety boats motors are serviced regularly | | | |
|  | 🢬 | | Monitor use and location of coach/safety boats | | | |
|  | 🢬 | | Oversee repairs to the boats (DB, OC6, VOY, OC1) | | | |
|  | 🢬 | | Oversee repairs to the Clubs facilities (i.e. docks, debris deflector) | | | |
|  | 🢬 | | Oversee Volunteer Job Lists | | | |
|  | 🢬 | | Responsible for the Clubs locks and keys | | | |
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| **Division Coordinators – Dragon boat, Outrigger, Voyageur** | | | | | |  |
| 1. | Liaison between the division and club | | | | | |
|  | 🢬 | | Bring division members’ concerns to Board | | | |
| 2. | Keep division members informed | | | | | |
|  | 🢬 | | Organize and attend divisional meetings for members input and information | | | |
|  | 🢬 | | Ensure division members have seasonal updates for boat usage and rules (eg freshet) | | | |
| 3. | Determine division equipment and facility requirements with division budgeting and forecasts and submit recommendations to the Board for approval | | | | | |
| 4. | Ensure there are blank waivers available for drop-in / other events | | | | | |
| 5. | Organize division events/outings/clinics – ensuring the Board and the membership are informed | | | | | |
|  | 🢬 | | | Regattas (Voyageur Cranberry races, OC River Run, OC small boat races…) | | |
|  | 🢬 | | | Trips | | |
|  | 🢬 | | | Community events – Parades, Brigade Days, Open Houses | | |
|  | 🢬 | | | Corporate and School outings. | | |
|  | 🢬 | | | Safety and training clinics | | |
|  | 🢬 | | | Volunteer training and coordinating – ensuring proper documentation is done | | |
| 7. | Promote division programs/events – ensuring all promotional materials are approved by the Board | | | | | |
| 8. | Review team lists against the membership list to ensure all Club membership fees are paid, contact team captains if necessary | | | | | |

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