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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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