

## **Skate Ontario Responsibilities of the Board, Individual Directors and President**

### **Purpose of the Board of Directors:**

- The Skate Ontario Board of Directors is responsible for providing strategic leadership to the organization.

### **Responsibilities of the Board:**

- Develop and support the implementation of policy including finance, risk management and external stakeholder relations.
- Approve, where appropriate, policy and recommendations received from various sources, including Directors, committees and/or staff.
- Hire the Executive Director and evaluate the Executive Director's performance.
- Receive financial reporting and provide financial oversight and controls.
- Ensure that a Strategic Plan including Vision, Mission, and Values is in place and support its implementation.
- Ensure compliance with government regulations and policies of Skate Ontario and Skate Canada.
- Provide governance leadership and oversight including the By-laws, elections and succession planning.
- Establish Standing Committees (TBD e.g. Finance, HR, External Relations, Governance).

### **Responsibilities of Individual Directors:**

- Act as a Director on the Skate Ontario Board in the corporation's best interests.
- Understand and support Skate Ontario's Vision, Mission and Values.
- Represent the organization in a positive and supportive manner at all times and in all places.
- Understand the roles of Board and of Management in policy-making and policy implementation.
- Attend Board meetings well prepared and well informed regarding issues on the agenda and be prepared to actively contribute.
- Be knowledgeable about Skate Ontario so as to facilitate contributions to Board meetings.
- Observe procedural rules and participate in discussions in a collegial and constructive manner that benefits skaters and the sport of skating.
- Abide by Skate Ontario and Board policies and procedures.
- Maintain Board confidentiality and a high level of integrity and ethical conduct; and, observe One Voice.
- Participate in Board activities as assigned and wherever and whenever possible.
- Serve on committees and working groups as requested and participate in the accomplishment of their objectives.
- Disclose all conflicts of interest and avoid the substance or appearance of conflict of interest that could adversely influence objectivity in conducting Board business.

### **Role of the President:**

The President of Skate Ontario shall act as the Chair of the Board and the terms are interchangeable. By virtue of their office, the President shall be named as an Officer of the Corporation and shall be the official spokesman for the organization. The President shall also be the Chair of any Members' meetings.

The Chair will co-ordinate the activities of the Board and ensure that it operates as a policy board by means of its agendas and in leading its deliberations and decisions.



**Responsibilities**

**In addition to the responsibilities set out above and as a Director on the Board of the Corporation, the President shall:**

- Provide leadership over the governance responsibilities of the Board.
- Carry a vote at Director's meetings.
- Recommend the Chairs of Committees to the Board for approval.
- Help to guide Board decisions with respect to organizational priorities and governance obligations.
- Maintain contact with the Standing Committee chairs.
- Call Board meetings.
- Set the agenda for Board meetings.
- Set the agenda for Members' meetings.
- Ensure that the Board members receive an appropriate orientation.
- Ensure that Board members receive complete information in order to participate in discussions; and, are fully informed on any and all relevant matters.
- Work closely with and be the primary contact for the Executive Director.
- Ensure that the performance of the Board and its committees are assessed on a regular basis.
- Be an ex-officio member of committees.
- Perform other duties as assigned by the Board.
- Set a positive culture for the Board and Executive Director.

