



## Swim BC Board Member Role Description

### Preamble

This document provides the job descriptions of **President / Chair, Secretary, Treasurer, and Director at Large** of Swim BC and will be updated as the laws and regulations of the B.C. Society Act evolve.

It is important to note that even if the Board lawfully delegates responsibility for a decision to a director, the accountability the Board assumes can never be delegated. The Board is ultimately responsible for all its decisions (made collectively, or as a single individual on the Board), thus including those made through delegation. Considering this, the Board should ensure that any Committee has the appropriate experience, delegations, and reporting lines.

## Swim BC Director-at-Large

### 1. Job Purpose

A Board Member's role is to assist the President/Chair, Secretary, Treasurer, and other general members of the board in:

- Establishing and achieving Swim BC's goals and objectives,
- Administering Swim BC in accordance with the B.C. Societies Act, club constitution, by-laws, policies, procedures, and rules.
- Protect the long-term interests of Swim BC.

### 2. Job Responsibilities

The primary tasks of a Board Member are as follows:

- Act honestly and in good faith with a view to the best interests of the society.
- Assist the President/Chair and other members of the board in planning, developing, and implementing strategic initiatives.
- Have a thorough understanding of Swim BC's constitution, rules, by-laws, policies, and procedures and ensure that they are adhered to and promoted throughout Swim BC's day-to-day administration.
- Assume responsibilities for certain portfolios as assigned by the President or Board.
- Assist the President, Treasurer, and Secretary as needed in their duties.
- Attend and actively engage in committee meetings.
- Publicly support the decision and direction of Swim BC as determined by the collective Board of Directors through their democratic process.

### 3. Appointment and Tenure

The director is appointed for a period of **2 / 3** years.

### 4. Time Commitment

An estimated commitment of **2 - 3** days per month plus attendance at least **2 - 3** weekend(s) a year. Meetings may be a combination of in person and online.

### 5. Conflict of Interest

The board member/director-at-large should be free of material conflicts of interest and disclose any matters that could compromise their ability to perform as a director.

### 6. Personal Abilities and Skills



The director should ideally have the following abilities:

- Committed to making a difference in the association.
- Capable of providing informed viewpoints during group discussions at board meetings.
- Rationally consider opposing ideas and viewpoints.
- Team player - the ability to commit to a common way of working and speaking with one voice requires the board to share leadership and take on different roles for the common good of the board and the association.
- Receptive to change.
- Strong interpersonal and communication abilities
- Maintain confidentiality.

## **7. Additional Qualifications**

Must be at least 18 years of age.

## **8. Safeguarding**

The successful candidate for this role will be subject to a Criminal Record Check prior to appointment.

# **Swim BC Treasurer**

## **1. Job Purpose**

The Treasurer is accountable for Swim BC's financial management and performance. The Treasurer must routinely report to the Board on Swim BC's financial position to guide decision-making, limit financial risk, and maintain member transparency.

## **2. Job Responsibilities**

The primary tasks of a Treasurer are as follows:

- Chair of the Swim BC Finance Committee.
- Coordinate the preparation of the annual budget for the upcoming year, including a description of prospective income and expenditures, and present it to the board for approval.
- Oversee the maintenance of financial records, auditors' reports, and adequate accounting records in accordance with B.C. Societies Act [2015].
- Ensure the maintenance accurate records of all income and expenses throughout the year.
- Manage / oversee Swim BC's financial policies and procedures.
- Provide monthly, quarterly, and annual financial reports at committee and Board meetings to support strategic planning and decision-making.
- Ensure submission of tax returns and income tax payments for employees as required.
- Oversee employee payrolls as necessary.
- During the AGM, report on the organization's financial activities to the membership.
- Serve as signatory for the organization with Swim BC's bank cheque accounts, as well as its investment and borrowing facilities (alongside President or Secretary).
- Be fully informed about the financial position of Swim BC at all times.
- Oversee and ensure the annual audit/reporting process is undertaken and provide the auditor with the necessary information (where required).
- Accept funds from government grants and provide the relevant financial reports or statements as necessary.

## **3. Appointment and Tenure**

The treasurer is appointed for a period of **2 / 3** years.



#### **4. Time Commitment**

An estimated commitment of **2 - 3** days per month plus attendance at least **2 - 3** weekend(s) a year. Meetings may be a combination of in person and online.

#### **5. Conflict of Interest**

The treasurer should be free of material conflicts of interest and disclose any matters that could compromise their ability to perform as a director.

#### **6. Personal Abilities and Skills**

The treasurer should ideally have the following abilities:

- Committed to making a difference at Swim BC.
- Receptive to change.
- Capable of providing informed viewpoints during group discussions at board meetings.
- Rationally consider opposing ideas and perspectives.
- Strong interpersonal and communication abilities.
- Maintain confidentiality.

#### **7. Qualifications and Experience**

- Experience in a treasury or leadership position in a non-profit or volunteer-based organization is preferred.
- Previous experience with financial control and budgeting.
- Fund-raising experience

#### **8. Knowledge and Skills**

- Background in finance and knowledge of accounting procedures.
- Excellent written and verbal communication skills
- Integrity and commitment
- Ability to maintain accurate records.
- Attention to detail.
- Ability to schedule regular time periods (e.g., weekly or monthly) for bookkeeping.
- Effective decision-making capabilities.
- Experience planning and operations.

#### **9. Safeguarding**

The successful candidate for this role will be subject to a Criminal Record Check prior to appointment.

## **Swim BC Secretary**

### **1. Job Purpose**

The Secretary is the Swim BC senior administrative officer. The Secretary is responsible, in conjunction with the President, for ensuring that Swim BC operates in line with its constitution, by-laws, policies, and procedures.

### **2. Job Responsibilities**

The primary tasks of the Secretary are as follows:

- Chair of the Swim BC Policy and Governance Committee.
- Convene all board and general meetings in collaboration with the President.



- Oversee the preparation and distribution of the meeting agenda, supporting documents, and any other necessary information or reports for board and general meetings.
- Maintain meeting minutes, ensuring that they are signed by the President and that meeting-related activities are carried out.
- Ensure a record of the most up-to-date version of all Swim BC documents is maintained, ensuring that it stays current and in accordance with industry standards, including but not limited to the Swim BC constitution, bylaws, policies and procedures, terms of reference, etc.
- Assist the President and board in strategic decision-making and planning.
- Ensure the Corporate Registry Annual Report function is completed in accordance with the B.C. Societies Act [2015].
- Ensure the Swim BC's society filings are current and are in accordance with the B.C. Societies Act [2015].

### **3. Appointment and Tenure**

The Secretary is appointed for a period of **2 / 3** years.

### **4. Time Commitment**

An estimated commitment of **2 - 3** days per month plus attendance at least **2 - 3** weekend(s) a year. Meetings may be a combination of in person and online.

### **5. Conflict of Interest**

The secretary should be free of material conflicts of interest and disclose any matters that could compromise their ability to perform as a director.

### **6. Personal Abilities and Skills**

The secretary should ideally have the following abilities:

- Committed to making a difference in Swim BC.
- Receptive to change.
- Capacity to provide informed viewpoint during group discussions at board meetings.
- Rationally consider opposing ideas and viewpoints.
- Strong interpersonal and communication abilities.
- Maintain confidentiality.

### **7. Qualifications and Experience**

- Prior volunteer experience with a non-profit organization is preferred.
- Familiarity with the laws and regulations governing non-profit organizations.

### **8. Knowledge and Skills**

- Strong understanding or willingness to achieve a working familiarity with Swim BC's constitution, regulations, bylaws, policies, and procedures.
- Ability to perform the administrative and management requirements of the organization successfully and efficiently using appropriate tools and technology.
- Ability to identify, prioritize, perform, and delegate activities in a timely manner.
- Excellent organizational, record-keeping, and interpersonal abilities.
- Excellent written and verbal communication abilities.

### **9. Safeguarding**

The successful candidate for this role will be subject to a Criminal Record Check prior to appointment.



## Swim BC President

### 1. Job Purpose

The President is responsible for providing significant leadership and responsibility for Swim BC and its committees. The President is accountable for ensuring that Swim BC establishes and achieves its goals and objectives, is governed in accordance with Swim BC's rules, and fulfils all legal and compliance duties.

### 2. Job Responsibilities

The primary tasks of the President are as follows:

- Be knowledgeable about all Swim BC activities.
- Know Swim BC's constitution, by-laws, policies, and processes, as well as the roles and responsibilities of every committee, board member, and staff.
- Provide leadership within the Board by ensuring the Board is organized properly and functions effectively.
- Know Swim BC's legal and compliance obligations.
- Ensure Swim BC has a mission, vision, and set of values that influence decision-making, organization culture, and behaviour.
- Lead the Board in communicating and managing the Executive Director, including acting as a sounding board, providing advice, monitoring, and evaluating performance, and supporting where appropriate.
- Facilitate planning and ensure that Swim BC has well-defined goals and objectives, as well as documented strategies and execution plans.
- Work with the Treasurer to develop robust financial controls to safeguard Swim BC's finances and assets.
- Ensure that policies and procedures essential to the health and safety of all Swim BC members are in place.
- Ensure that all complaints and disputes are investigated and resolved in accordance with Swim BC policies and procedures.
- Work with the board and staff to ensure that all Swim BC documentation is reviewed periodically and conforms to industry standards and Swim BC's strategic direction.
- Effectively manage and preside over all board meetings and Swim BC's annual general meeting.
- Regularly communicate with board members to ensure they are carrying out their duties.
- Review Swim BC activities and operational strategies on a regular basis with the board to ensure progress against strategic targets.
- Serve as the Swim BC's signatory for legal and financial transactions.
- Serve as a Swim BC spokesperson as necessary.

### 3. Appointment and Tenure

The President is appointed for a period of **2 / 3** years with the option to stand for **1** further term.

### 4. Time Commitment

An estimated commitment of **4 - 5** days per month plus attendance at least **2 - 3** weekend(s) a year. Meetings may be a combination of in person and online.

### 5. Conflict of Interest

The president should be free of material conflicts of interest and disclose any matters that could compromise their ability to perform as a director.

### 6. Personal Abilities and Skills

The president should ideally have the following abilities:



- Committed to making a difference to Swim BC.
- Receptive to change.
- Capacity to provide informed viewpoint during group discussions at board meetings.
- Rationally consider opposing ideas and viewpoints.
- Strong interpersonal and communication abilities.
- Maintain confidentiality.

#### **7. Qualifications and Experience**

- Experience in a volunteer leadership position with a non-profit organization is preferred.
- Familiarity with the laws and regulations governing non-profit organizations.

#### **8. Knowledge and Skills**

- Excellent knowledge and working familiarity with Swim BC's constitution, bylaws, policies, and procedures.
- Strong interpersonal and communication skills, comfortable with public speaking.
- Effective managerial abilities and the capacity to delegate and collaborate with board members.
- Capability to preside over executive, board, and general meetings.
- Good decision-making abilities.
- Experience of planning and operations.
- Sound financial management skills.

#### **9. Safeguarding**

The successful candidate for this role will be subject to a Criminal Record Check prior to appointment.