



**SPORT NORTH FEDERATION
DIRECTOR JOB DESCRIPTION**

1. ROLE AND RESPONSIBILITIES OF A DIRECTOR

A. Role of a Director

- To take every measure to ensure that the Federation is governed effectively and, in particular that the Board of Directors carries out those responsibilities with which it is entrusted by the Federation membership;
- To practice the standard of due diligence, loyalty, care and obedience that are required of a Director;
- To act at all times within the scope of the governing documents of the Federation and always in recognition of the principle that the Board's role is to govern and management's role is operational;
- To contribute skills, knowledge, influence and other assets that allow the Federation to carry forward with its priorities, plans and policies; and
- To act honestly, in good faith, and in the best interests of the Federation and not the interests of particular constituencies.

B. Responsibilities of a Director

I. Accountability

- Understands and meets the legal requirements and obligations of a Director;
- Understands the legal, regulatory, business, social and political environments in which the Federation operates;
- Remains informed about the legislation under which the Federation exists, and the Federation's Articles, Bylaws, Mission, Vision, Values and policies as these pertain to the duties of a Director;
- Possesses a clear understanding of the governance structure of the Federation;
- Keeps generally informed about the activities of the Federation and the issues that affect the Federation;

- Supports and abides by the majority decisions of the Board;
- Respects and maintains the confidentiality of Board business and Board deliberations;
- Confines discussions of Board issues to Board meetings to avoid situations where decisions are made outside of the board room;
- Acts so as to develop and retain the trust of other Directors;
- Declares any apparent or real personal conflict of interest or loyalty in accordance with the Federation's Bylaws and policies and statutory requirements; and
- Demonstrates high ethical standards and integrity as a Director of the Federation.

II. Participation in Board/Committee Meetings

- Plans time prior to Board/Committee meetings to review the meeting agenda and accompanying documents and thus be prepared to engage in an informed discussion on the matters before the Board/Committee;
- Participates in Federation events and activities when required;
- Respects the Federation Board Meeting Rules and Procedures and Board Meeting Code of Conduct at all times;
- Asks questions when the information provided at a meeting is inadequate or the question before the meeting is unclear, and voices clearly and explicitly any opposition to a decision being considered at the meeting;
- Takes every measure to ensure that the Board remains attentive to Federation priorities and plans and informs the Executive Director of identified when these are not being met;
- Review the Federation's financial statements and financial reports, and otherwise helps the Board fulfill its fiduciary responsibilities;
- Helps develop and maintain a spirit of collegiality and positive interpersonal relationships within the Board;
- Refrains from discussing performance issues about members of the staff during Board meetings;
- Contributes to the Board's evaluation of its performance; and
- Contributes to the assessment the Executive Director's performance.

III. Communications

- Never speaks for the Board of Directors or the Federation unless authorized to do so;

- Confines direction given to the Federation staff to interchanges with the Executive Director at Board meetings, so that the lines of accountability within the Board and staff remain clear, except when authorized by the Board;
- Fosters and promotes a positive image of the Board and the Federation with its stakeholders and in the community; and
- Represents the Federation in the community effectively by focussing on the Federation's accomplishments as well as its needs and challenges.