



BOARD OF DIRECTORS POLICY

PURPOSE

The Board of Directors of Yukon Freestyle Ski Association, hereafter referred to as Freestyle Yukon (YFSA), is the governing body for Freestyle Skiing in the Yukon. The board will develop policy, oversee governance issues, manage the operations of YFSA, hire coaches and support athlete development.

GENERAL RESPONSIBILITIES AND COMMITMENT

A Director's responsibilities include:

- a) The duty of knowledge, by keeping oneself informed about YFSA and its relationship to other aspects of Canadian sport;
- b) The duty of care, by acting honestly and in good faith in the best interests of the Association;
- c) The duty of diligence, by acting prudently and reasonably in all circumstances which are impacted by the decisions taken on behalf of YFSA;
- d) The general fiduciary responsibility to avoid being in a position of a conflict of interest.

The time commitment for a Director will include:

- a) Attendance at the Annual General Meeting, which is preceded by Board of Directors;
- b) Meetings; these are held Monthly or in higher frequency depending on time of year.
- c) Up to an additional 8 hours per month to review ongoing issues, Board and other communications, and e-mail correspondence.

EQUITY AND ACCESS

The YFSA's is committed to having a Board of Directors that provides accessible, inclusive, and equitable opportunities for participants regardless of gender, race, ethnicity, culture, religion, or ability (or any other grounds protected under Human Rights legislation in Canada).

BENEFITS

By being a member of the Board of Directors, a person will have the opportunity for further professional and personal development; the challenge of being part of a team dedicated to making significant changes in, and promoting new leadership models for, sports



excellence; and the thrill of playing a significant role in the ongoing development of Freestyle Yukon. It is a volunteer board and Board Members will not be remunerated but Directors may be repaid such reasonable expenses as they may incur in and about the business of YFSA

FORMAT

The YFSA Board of Directors will consist of a minimum of three (3) and a maximum of ten (10) members, including the Chair as follows: President, Vice President, Secretary, and Treasurer. These Officers are Directors of the Society.

In addition to these Officers, the following shall be the members of the Board:

- a) The immediate Past-President of the Society. If the Past-President is not a Member, or concludes Membership with the Society, or holds another elected position on the Board, this position shall remain vacant.
- b) One (1) Coach Coordinator
- c) Four (4) Directors at Large

ELECTION OF DIRECTORS

At every Annual General Meeting, the members shall elect the Directors and Officers.

DIRECTOR'S TERM OF SERVICE

Each Director's term of service is for a period of one (1) year. A Director whose term of office has expired shall be eligible for re-election, as per the YFSA's Bylaws.

BOARD OF DIRECTOR NOMINATIONS

Any nomination of an individual for election as a Director must be in advance to the Annual General Meeting and submitted to the YFSA general email. Each nominee must have his or her nomination supported by a minimum of 2 YFSA members in good standing for the past season who are 16 years of age or older.

A nomination for election may also be supported by the Board of Directors without requiring the support of YFSA members, as per YFSA Bylaws.

YFSA currently does not have a Nominating Committee. Anyone nomination will be brought forward at the AGM for review, discussion, and election.

NOMINEE EXPECTATIONS

It is expected that an Elected Director will have demonstrated an ongoing commitment to the YFSA through his/her involvement in the sport of Freestyle Skiing and, in addition, will bring to the Board a set of skills gained through knowledge of and expertise in one or more of the following areas:

- a) The Freestyle Skiing sport system in the Yukon and Canada;
- b) Business development;
- c) Accounting and financial management;
- d) The legal system;
- e) Communications and public relations;
- f) Marketing;
- g) Government relationships;
- h) Negotiations and diplomacy.

For an Appointed Director, while a similar background in the sport of Freestyle Skiing is not necessarily required, it is expected that he/she will bring to the Board:

- a) A passionate, abiding commitment to sport, particularly the development of amateur talent to the highest levels of Canadian excellence;
- b) A proven influential leadership ability in the business and corporate community;
- c) A willingness to use that ability in the area of public fund-raising and the building of partnerships with the corporate community;
- d) A strong commitment to the raising of the image of YFSA within both the public and sports communities, in order that it can continue to fulfill its role as the major sport at the provincial, national, and international levels.

ROLES AND RESPONSIBILITIES

PRESIDENT

- a) Preside at all meetings of YFSA with the exception of committee meetings;
- b) Preside at all meetings of the Board of Directors;
- c) Attest the minutes of all meetings; and
- d) Perform all duties as are inherent in the office of a President.

VICE PRESIDENT

- a) The Vice President shall, in the absence of the President, or at the President's request, have the power to perform all the duties of the President.

SECRETARY

- a) Conduct the correspondence of YFSA;

- b) Issue Notices of meetings of YFSA and the Board of Directors;
- c) Take and keep minutes of all meetings of YFSA and the Board of Directors;
- d) Provide copies of minutes of meetings of the Board of Directors within ten (10) days of such
- e) Provide copies of minutes of general meetings within ten (10) days of such meetings to all members;
- f) Have g-drive of all records and documents of YFSA except those required to be kept by the Treasurer.

TREASURER

- a) Serve as custodian of the monies and any financial document of YFSA;
- b) Act as the chief collector and disbursing Officer;
- c) Report to the Board of Directors on the financial position of YFSA at each meeting;
- d) Report on the financial position of YFSA at all general meetings and provide copies of financial statements to all members at least fourteen (14) days prior to an Annual General Meeting;
- e) Arrange for the safekeeping of all funds of YFSA in such manner as designated by the Board of Directors; and
- f) Prepare budgets and keep such financial records, including books of accounts, as are necessary to comply with the Society Act.

DIRECTOR AT LARGE

Directors at Large are members of the Board that possess particular skills that are beneficial to the Board composition. These skills may include legal, accounting, fundraising, regional zone representation and/or other professional skills. The role of the director may also be provided to an Athlete representative.

CONFLICT OF INTEREST

Refer to YFSA's conflict of interest policy