



BOARD MEMBER POSITION DESCRIPTION

Ski Jumping Canada

Link to Mission: Ski Jumping Canada's mission is:

- *Foster a high-performance environment that supports athletes in reaching the podium at national and international competitions*
- *Ensure Canadians have access to quality ski jumping programs that encourage long-term development, sport for life, and participation*
- *Cultivate a culture of mentorship where top athletes and coaches motivate, engage and support the next generation of jumpers*
- *Advocate for ski jumping in Canada, enhancing grassroots involvement, community support and fan engagement*
- *Contribute to the global ski jumping community by ensuring safe, fair practices and training capable coaches, officials and volunteers.*

And with a vision of being “*Fostering a vibrant culture of ski jumping in Canada, promoting inclusivity and excellence that inspires all Canadians to partake in the joy of the sport and strengthens our national sporting identity*”. Members of the board continually inspire others to be involved. They also are leaders in sport and in the community with a commitment towards providing excellence at all levels of the organization.

Authority and Responsibility: Responsible to the Board of Directors through the Chair and to the membership by which they were elected. As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of Ski Jumping Canada. *Individual board members have no authority to approve actions by the Organization, to direct staff, or to speak on behalf of the Organization, unless given such authority by the board of directors.*

Requirements:

- Commitment to the work of Ski Jumping Canada
- Knowledge and skills in one or more areas of board governance: policy, finance, programs, personnel, and advocacy
- Willingness to serve on committees
- Attendance at board meetings
- Attendance at meetings of assigned committees
- Attendance at meetings of the members including Annual General Meetings, Special Meetings or other meetings of the membership
- Support of events and special events of Ski Jumping Canada
- Support of, and participation in, fundraising events
- Confidentiality as required for reports and discussions

Skills and Attributes:

- Strategic and/or visionary thinking
- Ability to work as part of a team
- Dedicated and committed to the mission of Ski Jumping Canada
- Knowledgeable about Ski Jumping Canada and the Canadian sport system
- Knowledge and understanding of Good Governance
- Discretion and Confidentiality
- Communication skills

Term: Directors are elected by the membership at the Annual General Meeting. Directors serve a three-year term. Directors may be released at the end of the elected term, by resigning or in accordance with Ski Jumping Canada bylaws.

General Duties: A Director is fully informed on organizational matters and participates in the Board's deliberations and decisions in matters of policy, strategy, finance, programs, personal and advocacy.

- Participate in the development of Ski Jumping Canada's strategic plan and provide strategic oversight to Ski Jumping Canada
- Approve the Ski Jumping Canada budget on an annual basis and provide fiduciary oversight to Ski Jumping Canada including ensuring compliance with regulations for all compliance bodies
- Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and senior staff
- Monitor all Board policies
- Review the bylaws and policy manual, and recommend bylaws changes to the membership as needed
- Review the Board's structure, approve changes, and prepare necessary bylaw amendments.
- Approve the hiring and release of the executive director, including the executive director's employment contract, based on the recommendations of the human resource committee
- Support and participate in evaluating the executive director
- Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance Ski Jumping Canada's mission.

Evaluation: Self and by the board, annually based on the performance of assigned Board requirements and duties.

Review Date and Approval Date: The Governance committee reviews the Board Member Position Description on a regular basis.