



CHAIR- 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*”. The Chair continually works to ensure a full understanding of Ski Jumping Canada and its importance in building individuals and building soccer in the larger community.

Authority and Responsibility: Responsible to the Membership through 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
- Speak positively of the Ski Jumping Canada and assist in developing and maintain positive relations among the board, committees and the equine community to enhance the Ski Jumping Canada's mission
- Is an active relationship builder and represents Ski Jumping Canada at external events.
- Promotes the Ski Jumping Canada in the community
- Demonstrates loyalty, commitment and fiduciary responsibility to Ski Jumping Canada

Skills and Attributes:

- Leadership qualities
- Strategic and/or visionary thinking
- Strong Communicator
- Good Facilitator
- Self-Aware

- Networking Ability
- Connected in Community
- 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
- Ability to conduct a meeting
- Ability to analyze and take risks
- Long term commitment to Ski Jumping Canada

Term: Chair is elected/appointed by the Board of Directors following the Annual General Meeting of the Membership. Chair shall serve in the role for a period of one (1) year, renewed to a maximum of six (6) years.

General Duties: The Chair is fully informed on organizational matters and provides leadership in the Board's deliberations and decisions in matters of policy, strategy, finance, programs, personal and advocacy.

- Provides leadership to the Board by focusing the Board's activities on governance items and activities to support Ski Jumping Canada's mission.
- Chairs all meetings of the Board, encouraging board members to participate in meetings, discussions and decision making. Ensures that Board members have the information they need to make informed decisions.
- Chairs all meetings of the membership, including the Annual General Meeting, Special Meetings or other meetings of the members.
- Oversee the affairs and operations of Ski Jumping Canada through the reporting relationship with the Executive Director, if applicable.
- Ensures the review, monitoring and upkeep of the Ski Jumping Canada Bylaws as a steward for the membership.
- Ensures the development, monitoring, review and approval of all policies of the Ski Jumping Canada.
- Ensures the board members are oriented, trained, evaluated and recognized for their contributions.
- Coordinate the planning of the Board's activities for the year ahead and plans for Ski Jumping Canada's future. In this capacity, the Chair is responsible for ensuring that an ongoing planning process exists for the Ski Jumping Canada.
- In working with the Secretary and the Executive Director, if applicable, prepares the agenda for all Board Meetings
- Prepares and presents required reports at board meetings.
- Prepares and presents required reports at meetings of the members, including the Annual General Meeting.

- Ensures the committees of the Board are organized on an annual basis and maintains contact with committee chairs, helping them to stay on track and monitoring performance and any additional support they might need.
- Serves as an ex-officio member of all board committees.
- Ensures there is a process of evaluation for Board members and the board as a whole..
- Act as a signing officer of Ski Jumping Canada.

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. Recommended changes are presented to the Board.