

Argonaut Rowing Club - Board of Directors

Statement of Director Duties and Responsibilities

Authority and Responsibilities

The Board of Directors is the legal authority for the Argonaut Rowing Club. As a member of the Board, a Director acts in a position of trust for the club community and is responsible for the effective governance of the organization. Directors have authority only as a Board. They have no individual authority. Between meetings, they have no authority unless a quorum of the Board of a duly constituted meeting has given them authority to do something. The Board may delegate tasks to any individual director, committee, employee or member. However, the final authority and responsibility stays with the Board.

Board Requirements

Requirements of Argo Board membership include:

1. Commitment to the work of the organization.
2. Knowledge and skills in one or more areas of Board governance; policy, finance, programs, personnel, and advocacy.
3. Willingness to serve on committees.
4. Attendance at monthly board meetings.
5. Attendance at meetings of assigned committees.
6. Attendance at Annual General Meetings.
7. Attendance at membership meetings.
8. Support of special events.
9. Support of, and participation in, fundraising events.
10. Adherence to the policies and rules of the organization.
11. Declaration of any conflict of interest as soon as it occurs. The interests of the club must outweigh personal interests.

Term of Office

Directors are elected by the membership at the Annual General Meeting. Directors serve for a three year term. Directors may be released at the end of the elected term, by resigning or according to the Argonaut Rowing Club bylaws.

Portfolio Responsibilities

Each board member is required to take on one or more board portfolios. This is generally done at the first board meeting after elections are held, but can also be done throughout the season as required. The descriptions of the duties associated with each portfolio have been provided to each director. These duties can be changed upon agreement by the board as a whole to add additional responsibilities or to ensure equitable allocation. While the director may be given authority within his/her portfolio, all directors remain responsible for the club operations, therefore each director must report on the activities of their portfolio to the board on a monthly basis.

Time Requirements of Position

The cost of involvement as a Board Member in a nonprofit organization can sometimes be more than meets the eye. These requirements are outlined to ensure a realistic foundation for involvement and are the **expected minimum requirements** for all club director positions. Directors are required to form sub-committees and gain member involvement in the completion of their assigned duties. Depending on your position, the breakdown below may differ.

REQUIREMENTS /Month	
Board meetings	3 hours
Assigned Portfolio Duties	8 hours
Portfolio Reports/Paperwork	2 hours
Committee meetings	2 hours
Special events attendance (ie. SGM, Club Regattas, other club functions)	2 hours
Fundraising	_ hours
Meeting with volunteers/members/staff	1 hours
Telephone Calls	_ hours
Emails	1 hours
Leadership positions (eg. committee chair)	2 hours
TOTAL HOURS	21 hours/month minimum

Evaluation

Director's performance is evaluated annually through reporting to the membership at the Annual General Meeting.

Review and Approval Date

The Board reviews the Board Member Job Descriptions annually to ensure appropriate assignment of duties and responsibilities. All directors are required to confirm their commitment to the organization through review and signature of this document.

Date: _____

Director's Signature: _____