

DC-POL-22 BOARD ROLES AND RESPONSIBILITIES

Original Date: **May 25, 2021**

Reviewed/Last Modified Date: **September 30, 2023**

Approved By: **Dodgeball Canada Board Vote**

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PURPOSE

The purpose of this policy is to define the governance and operational roles and responsibilities of both elected and appointed officers of Dodgeball Canada (DC).

APPLICATION

This policy applies to all officers of Dodgeball Canada. This document extends the responsibilities defined in the DC Bylaws. For each role listed below, a minimum set of governance and operational responsibilities are listed that the officer shall be held accountable for.

In the event that an officer position becomes vacant, core responsibilities may be delegated to other officers at the discretion of the President and Board of Directors.

Core responsibilities are those that define the basic function of each portfolio and describe what each portfolio must be accountable for. *Additional* responsibilities are those that do not necessarily fit in a specific portfolio, and may be shifted to other portfolios as operational needs dictate.

Provision – September 15, 2023

In September, the PSOs and Board of Directors approved the following Motion: “Motion: That Dodgeball Canada will allow the positions of Director of Policy, Director of Community Outreach, and the Director of Programs to remain vacant for a period of two years (from AGM 2023 to AGM 2025).“

It was agreed that the duties for Director of Policy would be allocated to the President and Vice President and the duties of the Director of Programs would be allocated to the Director of Sport and Player Development. This would not result in a change to the bylaws.

Another motion was approved: “Motion: That Dodgeball Canada will create a new position to the Board – Director of Administration”. A complete job description can be found below.

Temporary Provision - May 25, 2021

In May 2021, the Membership and Board of Directors approved the following Motion: “Motion: That Dodgeball Canada allow the positions of Vice President, Director Community Outreach and Membership, Director Sponsorship and Director Policy to remain vacant for a period of two years (from AGM 2021 to AGM 2023) in order for the organization and its membership to evaluate the effectiveness of a smaller Board. (Moved: Duane Wysynski, Seconded: Andrea Falcone)”

It was agreed that portfolios for Policy, Membership and Partnerships, along with the duties of the Vice President, would be allocated among these positions and filled by volunteer staff as required. This would not result in a change to the bylaws.

Due to this provision, the responsibilities within the policies have been reallocated accordingly within the suspended positions and to the portfolios as indicated.

Board of Directors

Core Responsibilities and Operational Functions

- Appointment of Board members to vacant positions
- Approves financial reports (quarterly)
- Develops the strategic direction of the organization
- Develops the operational plan
- Provides financial oversight to the organization

Additional Operational Functions

- Recruitment of new board members
- Direct work of volunteers, as applicable

President

Core Responsibilities and Operational Functions

- Chair DC Board meetings and AGM
- Receives player complaints / disputes not submitted through the office of the Ombuds
- Represents the organization nationally and internationally
- Drafts and edits the operating plan
- Drafts and edits the strategic plan
- Financial signing authority
- Contractual signing authority
- Formally appoints unelected officers in accordance with the bylaws
- Liaises with appointed officers (e.g. Ombuds, Governance Officer)

Additional Operational Functions

- Engages the leadership of member Provincial Sports Organizations
- Ensures compliance with Corporations Canada, Sport Canada and the World Dodgeball Federation
- Represents Dodgeball Canada in the media
- Represents Dodgeball Canada at conventions and summits

Vice President

Core Responsibilities and Operational Functions

- Awards and recognition
- Drafts and edits the operating plan
- Drafts and edits the strategic plan
- Financial signing authority
- Develops forms and receives Board nominations
- Leads the bidding and host processes for DC events
- Schedule meeting and distribute agenda and material
- Acts in the capacity of President in the President's absence, and as directed by the Board

Additional Operational Functions

- Record minutes at DC board meetings and AGM
- Ensures manages of history and historical artifacts
- Liaises with Athlete Representative
- Manages data services, including drive space
- Manages enterprise email accounts
- Manages enterprise Google services

Finance

Core Responsibilities and Operational Functions

- Financial signing authority
- Approves expense claims
- Invoicing and collection
- Manages financial transactions and ledger activities
- Manages relationship with financial institutions
- Produces quarterly financial reports
- Selects / works with internal auditors

Additional Operational Functions

- Ensures compliance with the Canadian Revenue Agency
- Oversees and directs the work of financial staff or contractors (e.g. bookkeepers)
- Participates and contributes to activities of the Finance Committee
- Produces annual and ad hoc financial reports as required

Policy (REMOVED FOR 2023-2025)

Core Responsibilities and Operational Functions

- Leads orientation of new Board members (allocated to Administration)
- Manage policies and procedures (allocated to Administration)
- Manages corporate record (allocated to Administration)
- Oversees conflict of interest process (allocated to Vice President)
- Oversees dispute resolution process (allocated to President)

Additional Operational Functions

- Identifies gaps in current policy (allocated to Administration)
- Solicits input - internal and external - as required (allocated to President)
- Oversees and directs the work of policy staff or contractors (allocated to Administration)
- Initiates policy and procedure reviews (allocated to Administration)

Programs (REMOVED FOR 2023-2025)

Core Responsibilities and Operational Functions

- Issues sanctioning approvals (events) (allocated to Sport and Player Development)
- Leads National Program staffing and evaluations (allocated to Sport and Player Development)
- Manages competition schedule (allocated to Sport and Player Development)
- Manages calendar of events (allocated to Sport and Player Development)
- Representative on Nationals organizing committee (allocated to Sport and Player Development)
- Supports development of programs and certifications (allocated to Sport and Player Development)
- Identifies program priorities and develop frameworks (allocated to Sport and Player Development)

Additional Operational Functions

- Manages rules and competitions standards (allocated to Sport and Player Development)
- Oversees and directs the work of program staff or contractors (allocated to Sport and Player Development)

Communications

Core Responsibilities and Operational Functions

- Brand manager for Dodgeball Canada
- Develops media and communications calendar
- Develops media and communications plan
- Drafts messaging and press releases
- Lead marketing and advertising activities
- Main point of contact for media inquiry
- Oversees selected broadcast and media team
- Oversees management of video content
- Speaks to media on behalf of organization

Additional Operational Functions

- Oversees and directs the work of communications staff or contractors
- Manages web and partner stores
- Manages website and content
- Manages website technical services

Partnerships

Core Responsibilities and Operational Functions

- Coordinate participation in events
- Lead sponsorship package development and outreach
- Manages sponsors and corporate partner relationships
- Identifies partnership opportunities
- Manages and executes organizational fundraising strategies
- Assists and oversees functional fundraising initiatives

Additional Operational Functions

- Point of contact for DC commercial partners
- Point of contact for fundraising and sponsorship knowledge for PSOs and National Teams
- Oversees and directs the work of fundraising staff or contractors
- Assists Marketing and Communication in brand management
- Assists Marketing and Communications in content management

Community Outreach and Membership (REMOVED FOR 2023-2025)

Core Responsibilities and Operational Functions

- Manages member database (allocated to Programs)
- Ensures compliance with Membership requirements for services (allocated to Programs)
- Point of contact for member relations (allocated to Programs)
- Point of contact for registration platform and database

Additional Operational Functions

- Point of contact for balls and equipment (allocated to Programs)
- Point of contact for insurance broker (allocated to President)
- Point of contact for storage facility (allocated to Programs)

Sport and Player Development

Core Responsibilities and Operational Functions

- Develops guidelines on player safety and anti-doping
- Manages National Program staffing process
- Oversees content and delivery of athlete programs
- Oversees content and delivery of technical programs
- Oversees National Team selection process
- Manages CADP resource and oversees testing

Additional Operational Functions

- Oversees management of statistics and analytics

Administration

Core Responsibilities and Operational Functions

- Negotiates contracts and agreements with partners.
- Develops organizational policies.
- Recruits and trains volunteers.
- Leads orientation of new Board members.
- Manages corporate record.
- Documents board meeting and AGM minutes.
- Manages ball orders and distribution.
- Manages the Dodgeball Canada store.
- Facilitates insurance policies with leagues.

Additional Operational Functions

- Identifies gaps in current policy.
- Oversees and directs the work of policy staff or contractors.
- Initiates policy and procedure reviews.

Past President

Core Responsibilities and Operational Functions

- Non-voting member of the Board
- Role is allocated to the departing or former President as approved by the Members
- Provides historical perspective to the Board
- Advises the Board as requested
- Provides transition support to the incoming President

Additional Operational Functions

- Contributes to Policy and Strategy at the request of the Board
- Liaises with external contacts on behalf of the organization as directed by the Board