

SECTION 3 - BOARD OF DIRECTORS

- 3.1 The Duties and Responsibilities of the Board of Directors are defined in Parts 5 and 6 of the Bylaws.
- 3.2 The Directors are required to act in a fiduciary capacity for the benefit of the Association as a whole. They should not act out of any parochial interest or for any personal gain.
- 3.3 The Directors are responsible for the overall leadership, direction and management of the Association and may exercise all powers of the Association except those exclusively reserved for members at general meetings.
- 3.4 The Directors manage the business of the Association through divisions and committees established with expertise specific to the responsibilities of those divisions and committees. These divisions and committee recommend rules, regulations, policies and procedures to the Directors for their approval and then act on the basis of the rules, regulations, policies and procedures approved by the Directors.
- 3.5 The Directors generally act on the basis of the recommendations of its divisions and committees after examining the recommendations to ensure they are:
 - a) legally correct;
 - b) consistent with the existing Operating Policies, Procedures, Rules and Regulations of the Association.
 - c) in harmony with all the Rules, Regulations, Policies and Procedures of the Association;
 - d) in accordance with the defined objectives;
 - e) in the long-term best interests of the Association.

SECTION 4 - CHAIR

Working with BCA staff, volunteers and individuals under contract to B.C Athletics the Board Chair shall:

- Call, prepare the Agenda for, and preside over all General, Board of Directors and Executive Committee meetings.
- Represent the Association in an official capacity to the public.
- Be responsible for providing guidance and direction to the Directors of the Association.
- Be responsible for the operation of the Annual General Meeting and Discipline Committees and others as may be deemed expedient from time to time.
- Ensure that an Annual Review of the Association's performance and progress is presented at the Annual General Meeting.
- Be one of the signing officers of the Association.
- Sit, without voting privileges, as an ex-officio member on all the Association's committees.

SECTION 5 - DIRECTORS

5.1 VICE CHAIR

Working with BCA staff, volunteers and individuals under contract to B.C Athletics, the Board Vice Chair shall:

- Assist the Chair in carrying out his/her duties and responsibilities.
- Carry out the duties of the Chair during his/her absence.
- Have the power to perform all of the duties of the Chair.
- Be one of the signing officers of the Association.
- Sit as a member of the Executive Committee.
- Act as Director for membership relations and to liaise with associated organizations

5.2 DIRECTOR FINANCE

Working with BCA staff, volunteers and individuals under contract to B.C Athletics, the Director Finance shall:

- Be responsible for the Association's funds and securities.
- Ensure the keeping of full and accurate accounts of the Association.
- Oversee the disbursement of funds of the Association.
- Ensure the preparation of a financial statement for the Directors' meetings.
- Perform such other duties as directed by the Directors from time to time.
- Co-ordinate the dealings of the Association with their appointed Auditors.
- Be responsible for the preparation of the Association's annual budget.
- Be one of the signing officers of the Association.
- Sit as a member of the Executive Committee.

5.3 DIRECTOR ADMINISTRATION & PLANNING

Working with BCA staff, volunteers and individuals under contract to B.C Athletics, the Director of

Administration & Planning shall:

- Ensure that minutes of all meetings of the Association and the Board of Directors are kept, that the Association's records are secured, and that all reports as required by the Society Act are produced in a timely manner.
- Be responsible for the development of the Association's human resource needs and operations.
- Oversee the management of the Association's membership program.
- Ensure the compilation of B.C. Athletics statistics and statistical reports.
- Supervise the orderly development, effective operation and, as required, modification of the B.C. Athletics office electronic communications systems and equipment.
- Sit as a member of the Executive Committee.
- Be responsible for the implementation of and report upon the current strategic plan.
- Ensure that there is an orderly and timely development of a successor strategic plan.

5.4 **DIRECTOR MARKETING & COMMUNICATIONS**

Working with BCA staff, volunteers and individuals under contract to B.C Athletics, the Director Marketing and Communications shall:

- Be responsible for the development of the Association's marketing strategy, including all aspects of fund raising, securing of sponsorships, the promotion and marketing of properties, competitions, merchandise, etc.
- Establish and supervise the development of an effective Marketing Committee.
- Assist in the development of a Business Plan for the Association.
- Oversee the Awards and Recognition unit operations.
- Sit as a member of the Executive Committee.
- Ensure the orderly production of the communication vehicles of the Association and any other regular or special mailings.
- Be responsible for an effective public relations function for the Association.

5.5 **DIRECTOR PROGRAMS AND TECHNICAL DEVELOPMENT**

Working with BCA staff, volunteers and individuals under contract to B.C Athletics, the Director of Programs and Technical Development shall:

- Ensure, in co-operation with the appointed Chairpersons, the effective operation of the Road Running, Cross Country and Track & Field Divisions.
- Ensure, through liaison with the appointed Chairpersons, the effective operation of the program delivery committees.
- Establish and maintain close liaison with those members of the BCA staff specifically responsible for program co-ordination and delivery.
- Sit as a member of the Executive Committee
- Ensure, through liaison with the appointed Chairpersons, the continued development of the Coaching and Officials Training Programs of BCA.

5.6 **DIRECTOR EVENTS AND PROMOTIONS**

Working with BCA staff, volunteers and individuals under contract to B.C. Athletics, the Director of Events and Programs shall:

- Establish and maintain, through close co-operation with BCA staff members, an effective operational framework for the development of existing and future event properties of BCA.
- Develop in co-operation with the member clubs of BCA, ways and means in which locally-staged events can benefit from the operational framework established for BCA Event Properties.
- Co-ordinate the development of an operational framework for the promotion of both member club and BCA Event Properties.
- Sit as a member of the Executive Committee.

SECTION 6 - ZONE DIRECTORS

Working with BCA staff, volunteers and individuals under contract to B.C. Athletics, the Zone Directors shall:

- Initiate, where necessary, and attend meetings with zone clubs/associations.
- Assist zone clubs/associations to better understand the aims/directions of the Association.
- Prepare Zone Reports for presentation to meetings of the Board.
- Prepare an annual Zone Report for presentation at the Annual General Meeting.
- Carry out other responsibilities as may be required from time to time.

SECTION 7 - OTHER DIRECTORS

7.1 THE ATHLETE REPRESENTATIVES

Working with BCA staff, volunteers and individuals under contract to B.C. Athletics, the Athlete Representative Directors shall:

- Initiate, where necessary, and attend athlete meetings at suitable times or occasions.
- Co-ordinate athlete viewpoints, etc., relative to their specific or general concerns.
- Present such input, concerns, suggestions, proposals for change, etc. from athletes to the Board at any regular or special meeting.
- Participate directly or through delegated athletes on appropriate program committees.
- Prepare an annual Athletes report for presentation at the Annual General Meeting.
- Carry out other responsibilities as may be required from time to time.

7.2 THE PAST CHAIR (IMMEDIATE)

Working with BCA staff, volunteers and individuals under contract to B.C. Athletics, the Past Board Chair shall:

- Assist the Chair and the Vice Chair, as required, in carrying out their duties.
- Provide advice and counsel to the Executive committee and the Board as may be requested or expedient.
- Assist the Board by accepting special responsibilities as may be requested from time to time.
- Have voting privileges at all meetings of the Board during the first year of service as Past Board Chair (except where he/she has resigned from the position of Board Chair or has been removed from office).
- Sit as a member of the Executive Committee with voting privileges during the first year of service as Past Board Chair.