

# Alberta Whitewater Association (AWA)

## - Role Descriptions for Board / Executive Members

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### AWA Board:

#### Voting

President \*  
Vice President \*  
Treasurer \*  
Secretary \*  
Director of Communications and Marketing  
Director of Facilities & Environment  
Director of Education and Leadership  
Director of Recreation Development  
Director at Large - Includes Safe Sport Chair Role

Slalom Chair  
Freestyle Chair  
Canoe Polo Chair

\*Executive

#### Staff / service providers

ED/Admin  
Coordinator (new 2023)  
Book Keeper  
Slalom Head Coach

#### General Requirements for all members of the Board:

- Regularly attends monthly Board meetings (minimum of eight within the year)
  - Attends other important and necessary Board meetings
  - Volunteer for and accept assignments with commitment to complete within agreed upon timeframe
  - Keep informed about committee matters by checking email three days Monday-Friday
  - Prepare for and actively engage in meetings
  - Contribute towards building a team that moves business forward based on consensus.
  - Conducts themselves as a profession representative and spokesperson of the society
  - Notifies the Board Chair if unable to carry out requirements as a Board Member
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### Specific Role Responsibilities

#### President (Chair)

- Supervises the affairs of the Board,
- Chairs all meetings of the Society, the Board and the Executive Committee
- Is an *ex officio* member of all Committees, except the Nominating
- Acts as the spokesperson for the Society
- Presidents the Executive Committee
- Carries out other duties assigned by the Board
- Interface with Provincial & National Governing body
- Advocacy for the Association (representative of the sport in Alberta to external stakeholders)
- Annual report to members at AWA AGM
- Guides AWA Governance – structure, policies, bylaws
- Encourages Board's role in strategic planning
- Appoints the chairpersons of committees, in consultation with other Board members.
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Monitors financial planning and financial reports.
- Annual Review of the Strategic Plan (to be developed), e.g., progress assessment, priority setting and objective setting for the next year

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## **VP**

- Presides at meetings in the President's absence
- If the Vice-President is absent, the Directors elect a Chair for the meeting.
- Replaces the President at various functions when asked to do so by the President or the Board;
- Chairs the Personnel Committee;
- Is a member of the Executive Committee
- Carries out other duties assigned by the Board

## **Treasurer**

- Makes sure all monies paid to the Society are deposited in a chartered bank, treasury branch or trust company chosen by the Board
- Makes sure a detailed account of revenues and expenditures is presented to the Board as requested
- Makes sure an audited statement of the financial position of the Society is prepared and presented to the Annual General Meeting
- Chairs the Finance Committee of the Board
- Is a member of the Executive Committee
- Carries out other duties assigned by the Board
- Administers fiscal matters of the organization
- Provides annual budget to the board for members' approval
- Ensures development and board review of financial policies and procedures
- Supports the development and maintenance of various fund-raising opportunities, e.g., grants, casinos, through providing needed financial information and reporting
- Coordinates annual audit of financial records;
- Accountable for preparation of fiscal year end audited report for Annual General Meeting

## **Secretary**

- Attends all meetings of the Society, the Board and the Executive Committee
- Keeps accurate minutes of these meetings; in both hard copy and electronic format
- Has charge of the Board's correspondence;
- Makes sure a record of names and addresses of all Members of the society is kept
- Makes sure all notices of various meetings are sent
- Makes sure annual fees are collected and deposited
- Keeps the Seal of the Society
- Files the Annual Return, changes in the directors of the organization, amendments in the bylaws and other incorporating documents with the Corporate Registry including changing the Registered Office of the Society
- Carries out other duties assigned by the Board
- Issues notice and agenda for Annual General Meeting

## **Director of Communications and Marketing**

- Ensure communication to members happens in a timely manner
- Ensures consistent messaging from the AWA to members over various digital platforms (email, social media, website)
- Ensures the organization and sport is advertised to the public

## **Director of Facilities & Environment**

- Kananaskis race site, river course and other venues and related issues throughout Alberta
- AWA representative on LKRUA (Lower Kananaskis River Users Association)
- Provide support from the Board to the AWA Executive Director / Admin on relevant projects

## **Director of Education and Leadership**

- Coach & Paddler development
- Instructor Training
- Provide support from the Board to the AWA Executive Director / Admin on these projects

## **Director of Recreation Development**

- Liaison with recreation clubs WW Festival contact to AWA
- In conjunction with Executive Director / Admin, maintain contact with recreation paddlers as to the activities of the AWA and provide / communicate identified training opportunities for the recreation paddler
- In conjunction with Executive Director / Admin and Director of Paddler Development identify / gain

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support for / develop / communicate training opportunities for the recreation paddler

## ***Director at Large***

- Support board on various committees
- Safe Sport Discipline Chair
  - o Oversee overall Safe Sport policy
  - o Point of contact if the Independent Safe Sport Officer, hired by Canoe Kayak Canada, receives a complaint from within Alberta's jurisdiction.

## ***Slalom Chair***

- Role filled by President of ASCK (Alberta Slalom Canoe Kayak) or designate
- Maintain communication / cooperation amongst Boards – leverage resources and share priorities
- ASCK Board provides strategic direction to Slalom High Performance Coach

## ***Canoe Polo Chair***

- Role filled by President of ACPA (Alberta Canoe Polo Association) or designate
- Canoe polo programming development, scheduling and implementation
- Identify coaching and coaching development needs

## ***Freestyle Chair***

- Freestyle programming development, scheduling and implementation
- Identify coaching and coaching development needs
- Work closely with AWA Executive Director / Admin to fulfill this role