

Information for Prospective Board Members

ASCK Board of Directors:

President	Dan Groeneveld	- Until Nov Nov 2015)
Vice President	To be elected Nov 15	- 2 yr term (Nov 2014 to Nov 2016)
Secretary	Julie Ramrattan	- until Nov 2015
Treasurer	To be elected Nov 15	- 2 yr term (Nov 2014 to Nov 2016)
Director at Large #1	Susan Gerber	- until Nov 2015
Director at Large #2	To be elected Nov 15	- 2 yr term (Nov 2014 to Nov 2016)
Athlete Representative	To be elected Nov 15	- 1 yr term (Nov 2014 to Nov 2015)
Past President		

Staff

Head Coach

Book Keeper (permanent part time)

Assistant Coach (seasonal)

Event Coordinator (seasonal) – this role was in place to assist with the 2013 National Championships.

Board members commit to:

- regularly attending Board meetings and other important related meetings.
- volunteering for tasks with commitment to complete in a timely manner
- keeping informed about Board and Committee matters. Prepare for and actively engage in meetings.
- contributing towards a team that values consensus building.
- being prepared and punctual to respect the time of others.
- being open, honest and respectful in dialogue and interactions while challenging support personnel and Board colleagues with the goal of reaching the best possible decisions and outcomes.
- assisting the Board to meet its fiduciary responsibilities.
- declaring conflicts of interest and recognizing the need for confidentiality where appropriate.
- being open to attend workshop(s) / conference(s) to develop their knowledge and skills or to acquire information to benefit the Society.

Specific Role Responsibilities

Please contact [Joanne Cole](#)

if you are considering becoming a Board member.

President (Chair)

- Preside at all meetings of the Society and of the Board.
- In his or her absence, the Vice President shall preside.
- Participates as an ex-officio member of all Committees.
- Represent the Society, on behalf of the Board, to external agencies and organizations.

Vice President

- In the absence of the President, the Vice President chairs meetings.
- Presides at meetings .Chair, Annual and General Membership meetings

Treasurer

- Supervises the finances of the organization (Paid part-time Bookkeeper)
- Provides annual budget to the board for members' approval.
- Ensures development and board review of financial policies and procedures
- With the assistance of the book keeper, supports the development and maintenance of various fund-raising activities, (e.g., grants, casinos, fundraising campaigns) through provision of required financial information and reports.
- Coordinates annual audit of financial records; Accountable for preparation of fiscal year end audited report for Annual General Meeting and for submission to Alberta Registries (via secretary).

Secretary

- Records minutes and meeting notes on behalf of the ASCK Board. If unable to attend a meeting, the Secretary recruits another Board member to take minutes for that meeting.
- Distributes (in a timely manner) draft and approved minutes.
- Maintains the official records of the association, specifically the Minutes Book – in both hard copy and electronic format.
- Works with the President to create meeting agendas.
- Schedules and sends meeting invitations.
- Issues meeting notice and agenda for Annual General Meeting
- Submits Annual Return to Alberta Registries
- Sends new Board roster to AGLC and any other agencies as required

Directors at Large

- Contribute to the work of the Board in various ways depending upon their interests and abilities.
- May join committees or task teams as needed to achieve the Board's goals.

Athlete Representative

- Brings the perspective of slalom athletes to the Board's attention to ensure that those views, are heard.
- Maintains open lines of communication with Developmental and High Performance slalom paddlers.

Time Commitment of Board Members

- Monthly Board Meetings
 - Usually 10 or 11 meetings per year of 1 to 2.5 hours duration
 - day and time TBD based on availability of Board members
- Board members are encouraged to take on committee work depending upon their interests and experience and contribute at major events.
- All Board members should plan to attend the Annual General Meeting.

Other Critical Roles

These roles are open to individuals as well as Board members.

- Casino Chairperson
- Suggested Committees:
 1. Events Committee (AB Cups, AB Summer Games, slalom at Provincial Champs)
 2. Programming Committee
 3. Fundraising Committee