

Club Governance – Leader's and Legacy

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Agenda

- Wet vs Dry – Responsibility Scale
- Board Governance
 - Board make-up
 - Committees
 - Consent Agenda
 - Procedures and Policies
- Succession Planning
- Tools and Resources
- Q & A

Wet vs. Dry – Responsibility Scale

- What is wet vs. dry?
- What are some examples of each? How would you rate them on scale of 1-5, where 1 is totally dry and 5 is totally wet?
- How would it impact your board meetings and cadence?

Board Governance

- Board make-up – should consist of a cross-section of members
- No one personal agenda or segment of membership trying to steer overall direction or vision
- With a strong Club vision, mission – and constant awareness of wet vs dry; enables forward movement of board and club
- Staggered terms of board – 2 year terms (for example 4 in even years and 5 in odd years)
- Board meetings occur every second month with the committees meeting in the off months with their actions and work presented during the following board meeting

Board Structure

- President
- Vice President – Communications
- Vice President – Admin/Finance - Treasurer
- Vice President – Technical
- Secretary
- 4 Directors at Large

Committees of the Board

- Working committees allow the day to day operations and work to be completed by committee
- What working committees do you have and why?
- How do these committees aid in a governance structure?
- Who sits on the committees?

Board Meeting – Consent Agenda

- Consent Agenda – groups all of the committee meeting minutes and reporting into one agenda item. This then allows for the majority of the board meeting to be governance based
- So how does it work? Sample agenda....

Sample Consent Agenda

1. Call to order; welcome
2. Approval of the agenda (motion required)
3. Approval of previous minutes (motion required)
4. Consent Agenda (reports from: President; VP – Communications; VP – Admin/Finance; VP – Technical; General Manager; Head Coach) – motion required for approval of all reports
5. Financial Statements – Income and Expense Statement and Balance Sheet (motion required)
6. New Business
 - Risk Management Policy
 - Trillium Grant – application and purpose
 - Pool Project Update
 - Club by-laws
 - New committee structure – group discussion (mandates; initial terms of reference and priorities)
7. Next meeting date:

Policies and Procedures

- Human Resources
- Finance
- Administration
- Technical
- What are some examples of policies and procedures you have in place?

Succession Planning

- What does this look like for your club?
- What are the important factors to consider?
- What are the barriers?

Tools and Resources

- Club Excellence site -
<http://www.clubexcellence.com/en/home>
- Swim Ontario procedures -
http://www.swimontario.com/index_au.php?id=1650
- Responsibility scale
- Sport Law & Strategy Group -
<http://www.sportlaw.ca/>