



Swimming Canada Officers Roles and Responsibilities Policy

Policy Section:	Board of Directors
Policy Subsection:	Policy and Governance
Policy Title:	President/Vice-President/Secretary

Roles and Responsibilities Statement

Swimming Canada is dependent upon skilled and effective Officers. This document, while not acting as a definitive guide, identifies the additional roles and responsibilities beyond their elected Board positions

President

The Swimming Canada President is responsible for the stewardship of the Board of Directors (Board). As such, the President represents the leadership of the Board and maintains a mission focus, ensuring benefits to the members and maintaining the integrity of governance. The President will focus the CEO and Board on key goals, strategies and accountabilities while maintaining the line between management and governance.

The President is accountable to the Board and acts on the Board's behalf between Board meetings - consulting and taking actions as required.

The Responsibilities of the President

The president will

- Chair all meetings of the Board;
- act as a liaison between the CEO and the Board;
- provide independent advice and counsel to the CEO;
- keep abreast generally of the activities of Swimming Canada and its management;
- manage the flow of information between the CEO and the Board so that it acknowledges the Board's information needs and acknowledges the contributions of others;
- ensure the Board creates, maintains and follows its governance policies and governance practices, maintains fiscal responsibility, creates and follows its Strategic Plan, and fulfills all legal and regulatory obligations;
- ensures orientation to new Directors occurs and participates in the orientation;
- ensure members of the Board are aware of the Code of Conduct and take appropriate actions if members are not following this Code;
- create an inclusive environment for board and committee members, where all opinions are valued and acknowledged;
- be one of the signing authorities for Swimming Canada;
- and perform such other duties as may from time to time be established by the Board.

Vice-President

The Swimming Canada Vice-President will support and assist the President in all duties and responsibilities.

The Responsibilities of the Vice-President

The vice-president will

- chair any Board meetings the President is unable to attend;
- be one of the signing authorities for Swimming Canada if the President is unavailable;
- and perform such other duties as may from time to time be established by the President or the Board.



Secretary

The Responsibilities of the Secretary

The secretary will

- be responsible for the documentation of all amendments to the Corporation's constitution and By-laws;
- ensure that all official documents and records of the Corporation are properly kept;
- cause to be recorded the minutes of all meetings;
- cause to be prepared, and submit to each General Meeting and other meetings a report of all activities since the previous General Meeting or other meetings;
- give due notice to all voting Members of the General Meetings of the Corporation;
- and perform such other duties as may from time to time be established by the Board.

References

Swimming Canada General Bylaws

Review and Approval

Approval: November 30, 2019