



**Policy Name:** Board of Directors Roles and Responsibilities

**Number:** BD-GP-001

**Date Approved:** January 8, 2025

**Next Review Date:** August 2027

The Curling Ontario Board is responsible for the stewardship of the Ontario Curling Association (the Association) which is a not for-profit, non-share capital association. It is responsible for managing, supervising and overseeing the governance of the Association on behalf of its member clubs. The Board has the statutory authority and obligation to protect and enhance the assets of the Association in the interest of its voting members, the curling clubs and their registrants.

The Board provides oversight of Association affairs by developing policies, ensuring assets are secure and financial controls are sound, identifying and mitigating risks, and approving and monitoring the budget of the Association.

The Board periodically reviews and updates Curling Ontario Bylaws and Policies. Directors have a duty to comply with governing documents, and to ensure staff and committees do as well and ensure documents remain current and accurate.

The Board affirms the vision and mission statement, and develops the strategic plan, including developing and approving the short term and long term strategic priorities for the Association, and the annual business plan and operational goals.

Members of the Board attend Board of Directors meetings (approximately 8 annually) which includes: the preparation of Board reports both written and oral; advanced review and comment on Board meeting materials; active engagement/discussion; and accepting take-away tasks.

Curling Ontario Board members participate in one or more of its Standing Committees (Executive, Finance, and Nominations and Awards) and/or working groups. In each of these committees and working groups, members elect a Director as Chair and others are considered active members. The Curling Ontario Board elects two of its members

to serve on the Board of the Ontario Curling Council. The Board also appoints a representative to the Canadian Stick Curling Federation.

Curling Ontario Annual General Meeting (AGM): Directors will contribute to the planning and agenda management for the AGM, actively participate in meeting presentations and discussion, and promote stakeholder outreach and engagement with member curling clubs.

Directors may be asked to attend 1-2 Provincial championships each year in their area in order to present the Curling Ontario Championship banner at the event and/or at the winning club.

The Board will provide policy and strategic guidance to the Executive Director (ED) and provide input to the annual performance assessment of the ED.

#### Additional Tasks and Information:

Periodically Directors may be asked to attend local curling club board meetings and curling symposiums to present/discuss Curling Ontario priorities and initiatives to enhance the ongoing relationship and communications exchange.

Much of the research and analysis required to consider changes in policy or bylaws falls to the Directors to complete and present to Board or members, as the case may be. Depending on the issue under consideration, the effort can be, at times, significant.

A Curling Ontario Director has a range of responsibilities and duties to fulfill during their term of appointment. For a Director, other than the Board Chair or Vice Chair, the expectation is that they commit to an average of 3-5 hours each week, and in weeks where there are Board or Committee or Working Group meetings scheduled, this could rise to 4 - 6 hours.

The Board may also be called upon to review and provide input to draft public messaging/communications.