



**BOARD OF DIRECTORS
Duties & Responsibilities
July 2018**

1.0 TITLE: DIRECTOR (MEMBERSHIP)

2.0 SUMMARY

As a Member of the Board of BYC, Director (Membership) is responsible for working with the Commodore and Club General Manager to coordinate Membership development at BYC. The Dir (Membership) Duties and Responsibilities are subject to the BYC Bylaws, Regulations, Policies and Procedures, priorities and directions as determined by the Board.

3.0 BOARD DUTIES AND RESPONSIBILITIES

3.1 Governance

As a Director, the incumbent is responsible to:

- (a) exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances;
- (b) act honestly and in the utmost good faith towards the Club in dealing with it or on its behalf;
(By-law 9.6);
- (c) keep all BOD and Member information confidential;
- (d) participate in monthly and special Board meetings, prepare for meetings by reading materials, and submitting motions and supporting materials in accordance with current BYC Policy and Procedures;
- (e) remain current with BYC By-law, Regulations, Policies and Procedures;
- (f) contribute to the formulation of BYC's By-law, Regulations, Policies and Procedures, plans, and programmes;
- (g) keep the BOD advised on the implementation of BYC priorities;
- (h) facilitate Board decision-making through the provision of timely and accurate research, statistics, reports and expert advice;
- (i) implement Board decisions in a timely fashion;
- (j) adhere to Board decisions once taken;
- (k) undertake special projects as agreed upon with the Board;
- (l) work with the Board on the development of strategic direction, short and long-range plans and measurable goals;
- (m) verify that strategic and operational planning processes gives due consideration to financial risks, financial sustainability, governance, resource allocation and performance monitoring;



(n) verify that BYC programmes, activities and projects follow laws, BYC By-law, Regulations, Policies and Procedures;

(o) assist in the establishment, maintenance, monitoring and review of the BYC system of internal control to mitigate risks;

(o) assure the effectiveness and efficiency of programmes, operations and resource management, including safeguarding of assets;

(p) where applicable, verify that employees are hired, and goods and services are acquired, in a manner that enhances access, competition and fairness and results in the best value or, if appropriate, the optimal balance of benefits to BYC and its members; and

(q) promote the integration of services and co-operation between the various Board portfolios.

3.2 Financial Management

As a Director, the incumbent is responsible to:

(a) provide input on the development of the annual BYC budget and other financial documents;

(b) comply with laws, BYC By-laws, Regulations, Policies and Procedures, and delegated authorities;

(c) provide leadership by demonstrating responsibility, transparency, accountability, and ethical conduct in resource management; (*moved from 3.4 Financial Management*) and

(d) manage financial resources to comply with law, the BYC By-law, Regulations, and Policy and Procedures; (*moved from 3.4 Financial Management*)

3.3 Human Resources Management

As a Director, the incumbent is responsible to:

(a) provide input to the Annual Personnel Evaluation of the General Manager, and House Staff as requested by the Commodore;

(b) provide overall leadership and management to BYC; and

(c) contribute to the development of BYC Policies and Procedures.

3.4 Community Liaison

As a Director, the incumbent is responsible to:

(a) contribute to the public relations strategy to keep the broader community informed about the programmes and services offered by BYC; and

(b) aid in member recruitment.

4.0 PORTFOLIO DUTIES AND RESPONSIBILITIES

4.1 Operations



As the Director (Membership), the incumbent is responsible to:

- (a) adhere to an acceptable standard of care in managing the BYC Membership with the due diligence that a reasonably prudent person would exercise in comparable circumstances;
- (b) conduct an ongoing review of the membership categories, and recommend to the Board, the elimination of non-viable categories or the addition of new categories;
- (c) analyze membership data and produces periodic reports; may collect information on member needs, member satisfaction, membership trends and revenues in comparable associations for benchmarking purposes;
- (d) promote the advantages of BYC membership and secure new memberships wherever possible;
- (e) engage other members in the recruitment and retention of new members;
- (f) welcome and orient new members; engage other members in welcoming and retaining new members; maintain new member orientation materials;
- (g) monitor renewals, perform selected exit interviews of resigned members, and recommend programmes to improve member retention;
- (h) answer enquiries and proactively communicates membership programmes and benefits through Full & By, the Club website and other means in collaboration with the Director (Marketing & PR);
- (i) consult with the Honorary Treasurer, recommend categories and pricing strategies to the Board and support implementation of any approved changes;
- (j) organize volunteer recognition and new members' orientation programmes;
- (k) collaborate with the other Directors in the design and/or development of promotional materials and create and maintain the website content;
- (l) work with the Commodore, General Manager or other Officer and Directors in response to specific membership matters;
- (m) collaborate with the Director (Communication and Marketing) to verify that publicity and advertising are aligned with the membership priorities; and
- (n) perform other duties and responsibilities prescribed from time to time by the Board or incident to the office of the Director (Membership).

4.2 Financial Management

As the Director (Membership), the incumbent is responsible to:

- (a) provide input on the development of the annual Membership Budget;
- (b) implement the Membership Budget in coordination with the Honorary Treasurer and the Club General Manager;
- (c) work closely with the BYC General Manager to manage Membership Minor Projects;



- (d) assist in the negotiation of contracts;
- (e) ensure, in conjunction with the General Manager, that all applicable contract responsibilities and obligations are fulfilled;
- (f) comply with, in conjunction with the General Manager, delegated and assigned financial authorities, responsibilities, and accountabilities;
- (g) implement, in conjunction with the General Manager, internal controls to mitigate risk in the effectiveness and efficiency of programmes, operations and resource management, including the safeguarding of assets; and
- (h) seek the advice and support of the Honorary Treasurer and the General Manager on:
 - (1) the development and maintenance of an effective financial management, risk and control framework over the portfolio, and on the integration of financial and related non-financial information; and
 - (2) financial management, control, and financial reporting.

4.3 Member Liaison

As the Dir (Membership), the incumbent is responsible to:

- (a) contribute to the public relations strategy to keep BYC members informed about the programmes and services offered by BYC;
- (b) identify, assess and review BYC member needs and resources;
- (c) develop and maintain effective relationships with BYC members and in particular the members affected by this portfolio;
- (d) act as a spokesperson for the Membership as needed;
- (d) interpret BYC By-law, Regulations, Policy and Procedures to Club staff and members;
(not properly a Duty or Responsibility of the Dir (Membership))
- (e) prepare and submit Membership information articles for publication in the Full & By; and
- (f) contribute to the development and implementation of a communications/public relations strategy for this portfolio.

4.4 Programme / Service Development

As the Dir (Membership), the incumbent is responsible to:

- (a) oversee the development of programmes and services in this portfolio as required;
- (b) provide support, and advice to BYC General Manager; and
- (c) ensure implementation and evaluation of programmes and services in the portfolio.

4.5 Committees



As the Dir (Membership), the incumbent is responsible to:

- (a) in collaboration with the Dir (Marketing & PR), establish and confirm the terms of reference for the Membership Committee.
- (b) chairs the Committee; and
- (c) reports to the Board on the work of the Committee.

4.6 Records Management

As the Dir (Membership), the incumbent is responsible to:

- (a) maintain key portfolio documents; and
- (b) ensure that applicable documents and records are communicated as required and stored in the designated repository in order to facilitate future access and programme continuity

4.7 Continuity and Turn-Over

The outgoing Dir (Membership), is responsible to ensure smooth transition and programme continuity to the incoming Dir (Membership) by:

- (a) communicating details of the role and the pending social events and activities;
- (b) transferring key portfolio documents, records on committee membership and operating instructions; and
- (c) participating on the Membership Committee in an advisory role for a minimum of one year.

(Approved: BOD XX XXX XX:: Item X.X)