



**BOARD OF DIRECTORS  
Duties & Responsibilities  
September 2017**

**1 - TITLE: DIRECTOR (SOCIAL) (Dir (Social))**

**2 - SUMMARY**

As a Member of the Board of BYC, the Dir (Social) is responsible for working with the Commodore and Club General Manager to coordinate the overall Social and Entertainment Programme at BYC. The Dir (Social) Duties and Responsibilities are subject to BYC Bylaw 1, Regulations, Policies and Procedures, priorities and directions as determined by the Board.

**3 - 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) discharge a fiduciary relationship with the Club *(By-law 9.6)*;
- (d) ensure the confidentiality of BOD and Member information;
- (e) participate in monthly and special Board meetings, prepare for meetings by reading materials, and submitting motions and supporting materials in accordance with current Board Policy and Procedures;
- (f) remain current with BYC By-law, Regulations, Policies and Procedures;
- (g) contribute to the formulation of BYC's By-law, Regulations, Policies and Procedures, plans, and programmes;
- (h) keep the BOD advised on the implementation of BYC priorities;
- (i) facilitate Board decision-making through the provision of timely and accurate research, statistics, reports and expert advice;
- (j) ensure that Board decisions are made and implemented 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) ensure that strategic and operational planning processes gives due consideration to financial risks, financial sustainability, governance, resource allocation and performance monitoring;

- (n) ensure that BYC programmes, activities and projects follow laws, BYC By-law 1, Regulations, Policies and Procedures;
- (o) ensure the establishment, maintenance, monitoring, and review of the BYC system of internal control to mitigate risks;
- (p) assure the effectiveness and efficiency of programmes, operations, and resource management, including safeguarding of assets;
- (q) ensure 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
- (r) 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; and
- (d) manage financial resources to comply with law, the BYC By-law, Regulations, and Policy and Procedures.

### **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 Board 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 - PORTFOLIO DUTIES AND RESPONSIBILITIES**

### **4.1 Operations**

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

- (a) adhere to an acceptable standard of care in managing the BYC Social and Entertainment Programme with the due diligence that a reasonably prudent person would exercise in comparable circumstances;
- (b) coordinate the overall social and entertainment calendar (the **BYC Social Event Schedule**) to

ensure maximum participation of and benefits by reducing overlap of club events, increasing alignment with racing/sailing/tennis schedule, and minimizing negative impacts on outside events;

(c) working with Event Leads, the Social Committee, and the Events Manager, plan and organize high-quality club events appealing to members of all ages and categories;

(d) enhance the attractiveness of food services through themed dinners, sommelier-selected wines and menus as scheduled by the Manager;

(e) select a variety of reputable and musical and specialty entertainers in line with programme and event budgets selected from the BYC Band List; and

(f) perform other duties and responsibilities prescribed from time to time by the Board or incident to the Portfolio of the Dir (Social).

#### **4.2 Financial Management**

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

(a) provide input on the development of the annual Social Budget;

(b) implement the Social Budget in coordination with the Honorary Treasurer and the Club General Manager;

(c) assist in the negotiation of contracts;

(d) ensure, in conjunction with the General Manager, that all contract responsibilities and obligations are fulfilled;

(e) implement an effective evaluation programme;

(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 (Social), the incumbent is responsible to:

(a) identify, assess and review BYC member needs and resources;

(b) develop and maintain effective relationships with BYC members;

(c) act as a spokesperson for Social as needed;

(d) prepare event posters and submit Social information articles for publication in the Full & By, BYC website, and email distribution; and

(e) contribute to the development and implementation of a communications/public relations

strategy for this portfolio.

#### **4.4 Programme / Service Development**

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

- (a) oversee the development of the social and entertainment programme and services as required;
- (b) provide support and advice to BYC General Manager; and
- (c) ensure implementation and evaluation of the social and entertainment programme.

#### **4.5 Committees**

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

- (a) establish and chair a Social Committee;
- (b) provide support, policy direction and advice to the Committee; and
- (c) report to the Board on the work of the Social Committee.

#### **4.6 Records Management**

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

- (a) maintain key portfolio documents, including the **BYC Social Event Schedule** and the **BYC Band List**, Event and Social Committee Records; and
- (b) ensure documents and records are communicated as required and stored in the designated repository to facilitate future access and programme continuity.

#### **4.7 Continuity and Hand Over**

The outgoing Dir (Social), is responsible to ensure smooth hand over and programme continuity to the incoming Dir (Social) by:

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

*(Approved: BOD Meeting 170920 Item 3.4a)*