



**BOARD OF DIRECTORS  
Duties & Responsibilities  
September 2011**

**1.0 TITLE: DIRECTOR (YOUTH)**

**2.0 SUMMARY**

As a Member of the Board of BYC, the incumbent is the Director (Youth) (Dir (Youth)). The Dir (Youth) is responsible for maintaining and growing the best possible sail training/racing facility for youth. The Dir (Youth) 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 good faith with a view to the best interests of BYC (*By-law 9.6*);
- (c) discharge a fiduciary responsibility (*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 programs;
- (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 programs, activities and projects are in compliance with laws, BYC By-law,

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 programs, 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; and

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

### **3.3 Human Resources Management**

As a Director, the incumbent is responsible to:

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

(b) 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 programs and services offered by BYC; and

(b) aid in member recruitment.

## **4.0 PORTFOLIO DUTIES AND RESPONSIBILITIES**

### **4.1 Operations**

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

(a) adhere to an acceptable standard of care in managing the youth program with the due diligence that a reasonably prudent person would exercise in comparable circumstances;

(b) implement the Learn To Sail training program in support of Youth as prescribed by the Canadian Yachting Association (CYA);

(c) determine in coordination with the General Manager, course fees required to maintain fiscal balance;

(d) maintain records of previous class offerings, capacity and participation;

(e) to collect the Youth Trophies awarded at the Annual Banquet and arrange the inscription of the yearly winners;

(f) perform other duties and responsibilities prescribed from time to time by the board or incident to the office of the Dir (H&G).

#### **4.2 Financial Management**

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

- (a) provide leadership by demonstrating responsibility, transparency, accountability, and ethical conduct in resource management;
- (b) provide input on the development of the annual Youth Budget;
- (c) implement the Youth Budget in coordination with the Honorary Treasurer and the Club General Manager;
- (d) work closely with the BYC General Manager to manage Youth Minor Projects;
- (e) liaise with and provide support to the Director (Projects) and BYC General Manager on all Youth Major Projects;
- (f) assist in the negotiation of contracts for the improvement to fleet and facilities as they apply to youth sailing;
- (g) coordinate with the General Manager, the recruitment of Instructors;
- (h) ensure, in conjunction with the General Manager, that all contract responsibilities and obligations are fulfilled;
- (i) implement an effective evaluation program and personnel;
- (j) comply with, in conjunction with the General Manager, delegated and assigned financial authorities, responsibilities, and accountabilities;
- (k) manage financial resources to comply with law, the BYC By-law, Regulations, and Policy and Procedures;
- (l) implement, in conjunction with the General Manager, internal controls to mitigate risk in the effectiveness and efficiency of programs, operations and resource management, including the safeguarding of assets; and
- (m) 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 Human Resources Management**

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

- (a) provide input to the annual personnel evaluation of the General Manager and Harbour staff as requested by the Commodore;
- (b) provide direct supervision of volunteers/members as appropriate; and
- (c) provide ongoing support and counsel to staff responsible for LTS training.

#### **4.4 Member Liaison**

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

- (a) identify, assess and review BYC youth member needs and resources;
- (b) develop and maintain effective relationships with BYC members and in particular the members affected by this portfolio;
- (c) act as a spokesperson for the Youth program as needed;
- (d) interpret BYC By-law, Regulations, Policy and Procedures to Club staff and members;
- (e) prepare and submit Youth program 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.

#### **4.5 Program / Service Development**

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

- (a) research new opportunities to enhance the Learn to Sail and Learn to Race programs;
- (b) oversee the development of programs and services in this portfolio as required;
- (c) provide support, and advice to BYC General Manager;
- (d) review the Youth Program annually and make recommendations for changes as required; and
- (e) ensure implementation and evaluation of programs and services in the portfolio.

#### **4.6 Committees**

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

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

*(Approved: BOD 21 Sep 11: Item 4.5)*