



**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)