



## Canadian Avalanche Association Board of Directors Board Roles and Responsibilities

This document consolidates the Board's Roles and Responsibilities, as specified in the Bylaws of the Association, and provides greater detail for their enactment. In case of conflict, the Bylaws govern.

The Board of Directors is comprised of a group of elected volunteers without compensation.

*“The Directors shall manage or supervise the management of the activities and affairs of the Association in all things.”* (Section 41. Powers of the Directors.)

The Board shall fulfill its Roles and Responsibilities by

- conducting strategic planning
- allocating human resources
- allocating financial resources
- maintaining diligent oversight
- providing good governance.

### Strategic Planning

The Board shall

- enact the vision, mission, values and purposes of the Association
- develop a Strategic Plan, valid over a specified term, with specific goals and objectives
- periodically review, revise, replace or extend the plan as appropriate
- require the Executive Director of the Association (ED) to submit for approval each year an Annual Operating Plan which implements components of the Strategic Plan.

### Human Resources

The Board shall

- elect its Officers
- appoint volunteer members to standing committees for Membership, Ethics and Standards, Complaint Investigation and Discipline
- form other committees by resolution, specify their Terms of Reference, appoint their Chair (and Vice-Chair), and recommend members
- appoint, direct, oversee, support, evaluate and dismiss (if required) the ED.

In so doing, the Board shall strive for

- committed and effective volunteer participation
- diversity to reflect that found in the membership
- continuity of service and orderly succession.

## **Financial Resources**

Pursuant to Parts 4 and 9 of the Bylaws, the Board shall

- strive to attain financial sustainability of the Association
- set financial targets
- provide input and approval for annual budgets
- monitor actual income and expense relative to budget
- allocate (any) surpluses to internal funds
- approve distributions from internal funds.

## **Oversight**

The Board shall

- ensure that activities of the Association conform to its Bylaws and all applicable laws and regulations
- be familiar with routine operations of the Association
- be able to inform itself by requesting information directly from staff as needed
- act on such information only after Board deliberation and via instruction to the ED.

## **Governance**

The Board shall

- fulfill its Roles and Responsibilities as outlined here
- provide detailed Roles and Responsibilities for all Director positions
- provide clear Terms of Reference for Committees
- review the performance of the Board, each Director and Committee annually
- provide a comprehensive Job Description for the ED
- review the performance of the ED annually, and determine fair compensation
- strive for consensus on any proposed Resolution at a Board meeting
- communicate externally with one voice “on behalf of the Board”
- represent the Association well, in accordance with its vision, mission values and purposes, to external stakeholders, agencies, associations, regulators and the public
- periodically review the Bylaws, Board structure and composition, Committee effectiveness and staffing requirements in order to implement changes as needed to best serve the vision, mission and purposes of the Association.