

CurlManitoba Job Description-Board Member

Basic Qualifications

- Member in good standing at an Affiliated Member Facility
- Working knowledge of the sport of curling
- Sense of humour
- Team player but independent thinker
- Good communication skills
- Leadership, business and marketing skills are considered an asset
- Experience in human/volunteer resource management

Role and Responsibilities of Board Members

- Set the Strategic direction for the organization including developing and continually re-evaluating the mission, vision and direction
- Develop, implement and ensure compliance with the constitution, bylaws, policies and procedures of the organization
- Monitor the budget, revenue and expense to ensure the financial health of the organization and ensure adequate resources exist to carry out programs and services
- Promote and enhance the public image of the CurlManitoba
- Oversee the operations of the board, including determining its role, doing recruitment, training and evaluation
- Be informed about the CurlManitoba its' programs, policies and services.
- Be informed about the needs of the community and curlers
- Avoid conflict of interest
- Foster positive relationships between volunteers and staff
- Maintain confidentiality of CurlManitoba Business
- Not exercise individual authority over staff, members or other volunteers
- Regularly attend board meetings and important related meetings
- Make a serious commitment to participate actively in committee work

- Volunteers for and willingly accepts assignments and completes them thoroughly and on time
- Stays informed about committee and board matters, prepares themselves well for meetings and reviews and comments on minutes and reports
- Gets to know other Board and Committee Members and builds a collegial working relationship that contributes to consensus
- Is an active participant in the committee's annual evaluation and planning efforts
- Represent the CurlManitoba at community events, organizations and with private individuals. Speak proudly and positively.

Time Commitment

- 7-11 Board Meetings per year, this includes Annual General Meeting, and Strategic Planning meetings
- 3-6 meetings for committee or other representative work
- 3-5 appearances as a CurlManitoba representative at community events
- Other time as required to properly prepare, educate and inform yourself to positively contribute to Board and Committee meetings

Reviewed and Confirmed January 17, 2010