
Kamloops Aquatics Club

Title: Board Policy

Section: KAC Governance Policies

Adopted: November 2, 2025

Approved by: KAC Board of Directors

Next Review: Fall 2028

1.0 Policy Statement

This policy outlines the roles, responsibilities, and expectations of the Kamloops Aquatics Club Board of Directors ("the Board"). It promotes accountability, transparency, and alignment with the Society's bylaws, strategic priorities, and the BC Societies Act. All elected Board members are required to review and formally agree to this policy upon accepting their position.

2.0 Authority of the Board of Directors

As per the KAC Bylaws, the Board governs the affairs of the Society, including but not limited to establishing policies and procedures, approving budgets and financial statements, overseeing strategic planning and risk management, hiring and evaluating the Head Coach, and ensuring compliance with legal and fiduciary obligations

3.0 Board Structure

- 3.1 The Board consists of nine (9) Directors elected by the voting Members. Directors serve two-year terms, with staggered elections to ensure continuity. Directors may serve a maximum of three consecutive terms.
- 3.2 Officers (President, Secretary, Treasurer) are appointed annually by the Board within twenty-one (21) days following the Annual General Meeting, consistent with the KAC bylaws. These Officers are appointed by the Board of Directors.

4.0 Role of Directors

Directors must uphold high standards of conduct and diligence, including:

- 4.1 Duty of Care: Exercise reasonable care and informed judgment in all decisions.
- 4.2 Duty of Loyalty: Act in the best interests of the Society, avoiding conflicts of interest and maintaining confidentiality.
- 4.3 Individual Responsibilities:
Each Director is expected to:
 - Conduct themselves professionally and uphold the mission of the Kamloops Aquatics Club (KAC)
 - Adhere to the Constitution, Bylaws, and all organizational policies
 - Support and respect decisions made through collective governance

- Review the KAC Board Manual and complete all required and recommended training
- Foster collaborative relationships with fellow Directors and staff
- Engage actively in strategic planning and Board performance evaluations

5.0 Board Meeting Attendance

- 5.1 The President will set the annual Board meeting schedule within 30 days of the AGM. The Board must meet at least six (6) times per year.
- 5.2 Directors are expected to attend all scheduled meetings. Absences exceeding 35% may result in Board review and potential removal.
- 5.3 Directors must notify the President at least 48 hours in advance if unable to attend a meeting and are responsible for reviewing missed materials.

6.0 Orientation and Acquired Knowledge

- 6.1 All Directors will receive orientation and governance training upon appointment or election.
- 6.2 Directors are expected to understand the roles and responsibilities of Board committees and avail themselves of ongoing training opportunities.

7.0 Discipline and Removal of a Director

- 7.1 Removal of a Director must follow the procedures outlined in the KAC Bylaws and the BC Societies Act, including notice and opportunity to respond.

8.0 Committees

- 8.1 Standing Committees are established by the Board to support governance functions. Current committees include:
 - Governance and Nominations Committee
 - Finance Committee
 - Human Resources Committee
- 8.2 Committees report to the Board and operate under approved Terms of Reference. They do not possess independent decision-making authority unless delegated by Board resolution.

Appendix A – KAC Board of Directors Policy

Acknowledgement and Agreement By signing below, I acknowledge that I have read, understood, and agree to abide by the Kamloops Aquatics Club Board of Directors Policy Statement and Individual Responsibilities.

Name: _____

Signature: _____

Date: _____

