



SKSC Board Policy

Section Governance
Reviewed/Edited Jan 2025
Approved: Jan 2025

Board of Directors Policy & Governance Manual

Policy Statement & Purpose

The purpose of this policy is to define the roles, legal duties, and operational responsibilities of the Board of Directors ("the Board") of the Surrey Knights Swim Club (SKSC). Additionally, it establishes a clear framework for governance, operational boundaries, and mutual accountability between the Board, club membership, and coaching staff.

Part I: Board Governance & Legal Standards

1. Authority of the Board of Directors

As mandated by SKSC bylaws, the Board approves, directs, and establishes all matters related to policy, procedure, financial budgeting, audited statements, and long-term strategic planning.

- **Governance vs. Operations:** The Board establishes the operational and policy framework within which the club functions. The delivery, execution, and technical management of athletic programming remain the sole responsibility of the Head Coach and Coaching Staff.

2. Board Structure, Appointments & Term Alignment

- **Term Length:** Directors serve a standard two (2) year term.
- **Staggered Terms:** The Board may, by resolution, adjust individual term lengths to stagger vacancies and ensure a voting majority does not vacate office in a single year.
- **Executive Appointments:** Per SKSC bylaws, the Board shall convene within 14 days following the Annual General Meeting (AGM) to appoint officer positions.

3. Fiduciary Duties & Standards of Conduct

Directors are held to high legal, moral, and ethical standards in service of SKSC:

- **Duty of Care:** Directors must act with the competence, skill, and reasonable diligence that an ordinarily prudent person would exercise in a similar position.
- **Duty of Loyalty:** Directors owe undivided allegiance to SKSC when making decisions affecting the organization. Information gained through Board service must never be used for personal benefit or third-party gain. Directors are expected to lead by example and strictly adhere to all club policies.

4. Board Meeting Attendance & Vacancies

- **Schedule:** The President will publish the tentative annual meeting schedule within 30 days of the AGM.
- **Attendance Requirement:** Directors are expected to attend all scheduled meetings.
- **Absences:** A Director must notify the President at least 48 hours in advance if they are unable to



attend a meeting.

- Vacancies: Per SKSC bylaws, if a Director is absent for three (3) consecutive meetings without valid notification, the Board may pass a special resolution to appoint a replacement until the next AGM.

5. Confidentiality, Non-Disclosure & In-Camera Sessions

- Confidentiality: Directors have a strict moral and legal obligation to keep *in-camera* proceedings and sensitive club matters confidential. Information shall not be disclosed to members or external parties without formal consensus from the Board.
- Non-Disclosure: Directors are entrusted with proprietary information. Disclosing sensitive club details, strategies, or records to external parties, competitors, or the public without prior written consent from the Board is strictly prohibited.

6. Conflict of Interest

- Directors must immediately disclose any real, potential, or perceived conflicts of interest.
- Directors shall not engage in any activity, position, or business arrangement that competes with or opposes the interests of SKSC.
- Personal agendas or private interests must never interfere with established best governance practices or Board decision-making.

7. Non-Solicitation, Return of Property & Off-Boarding

- Non-Solicitation: For three (3) months following the end of their term, a former Director shall not directly or indirectly solicit, entice away, or interfere with any SKSC officer, director, volunteer, employee, or active prospect.
- Return of Property & Data: Upon conclusion of their term or upon request by the President/Board, Directors must immediately return all physical SKSC property and hard-copy documents.
- Digital Data Deletion: Directors must immediately return or securely delete all electronic copies, notes, and digital files containing SKSC information stored on personal devices.

8. General Expectations & Professionalism

All Directors are expected to:

- Unity & Support: Support the democratic process of the Board. Once a majority decision is made, Directors must publicly support the direction of SKSC and refrain from criticizing Board decisions.
- Staff Collaboration: Maintain professional, respectful, and constructive working relationships with coaching staff and fellow Directors.
- Compliance & Safeguarding: Complete an official Criminal Record Check (CRC) via the SKSC portal and remain compliant with all club policies (including Screening, Code of Conduct, and Child Safeguarding).
- Active Participation: Prepare for meetings, actively participate in committee work, volunteer for club events, and participate in ongoing governance training.
- Orientation: New Directors will complete an orientation process using the SKSC Board Google Drive manual and policy library.

Part II: Board Member Roles & Descriptions



Carver Governance Model



Universal Director Standards

Applies to all SKSC Board positions:

- **Basic Requirements:** Age 18+, clear Criminal Record Check (CRC), and free of material conflicts of interest.
- **Core Expectations:** Act in good faith in SKSC's best interests, adhere to the B.C. Societies Act and SKSC governance documents, publicly support collective Board decisions, and maintain strict confidentiality.
- **Core Abilities:** Strong communication, collaborative mindset, openness to change, and active participation in meetings.

Description / Duties of Board Positions

1. Director-at-Large (member at large)

- Purpose: Supports executive officers and contributes to strategic oversight, policy compliance, and long-term club health.
- Key Responsibilities:
 - Assist with strategic planning, initiatives, and special projects.
 - Serve on committees or lead specific portfolios as assigned by the Board or President.
 - Support executive officers (President, Treasurer, Secretary) in their operational duties as needed.
- Tenure: 2 year term.
- Time Commitment: ~2–3 days per month, plus monthly meetings (online or In-person)

2. Treasurer

- Purpose: Oversees SKSC's financial management, reporting, budgeting, and risk mitigation.
- Key Responsibilities:
 - Chair the SKSC Finance Committee and lead annual budget creation.
 - Maintain accurate accounting records, oversee payroll, and manage tax/financial filings per the B.C. Societies Act.
 - Present monthly, quarterly, and AGM financial reports to the Board and membership.
 - Manage banking/investment accounts as an official signing officer.
 - Coordinate the annual financial audit/review and manage government grant funds.
- Qualifications: Background in finance, accounting, or non-profit budgeting/treasury roles



preferred.

- Tenure: 2 year term.
- Time Commitment: ~2–3 days per month, plus Monthly meetings (online or In-person)

3. Secretary

- Purpose: Serves as the senior administrative officer ensuring compliance with club governance, legal filings, and meeting records.
- Key Responsibilities:
 - Chair the Policy & Governance Committee.
 - Convene Board and General meetings, prepare agendas, and maintain official signed minutes.
 - Maintain up-to-date governance documents (constitution, bylaws, policies, terms of reference).
 - Manage B.C. Societies Act filings and Corporate Registry Annual Reports.
- Qualifications: Strong administrative skills, detail-oriented, and familiarity with non-profit governance.
- Tenure: 2 year term.
- Time Commitment: ~2–3 days per month, plus monthly meetings (online or In-person)

4. President

- Purpose: Provides strategic leadership, presides over the Board, oversees governance, and acts as the primary Board liaison to executive coaching staff.
- Key Responsibilities:
 - Lead Board operations, strategic planning, mission/vision alignment, and AGM/Board meetings.
 - Support, direct, and evaluate the Head Coach / Executive Director.
 - Partner with the Treasurer on financial controls and serve as a legal/financial signing officer. Ensure health, safety, dispute resolution, and risk management policies are enforced.
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 - Act as an official spokesperson for SKSC when required.
- Qualifications: Prior non-profit board leadership experience, strong facilitation skills, and deep familiarity with SKSC governance. (2-3yrs experience within SKSC board is ideal - ensuring a understanding of SKSC operation and operations)
- Tenure: 2 year term.
- Time Commitment: ~2–3 days per month, plus monthly meetings (online or In-person)

5. Vice-President

- Purpose: Provide support to the president and other directors as needed.
- Key Responsibilities:
 - Working collaboratively with the Treasurer, oversee the BC Gaming Grant application process
 - Ensure health, safety, dispute resolution, and risk management policies are enforced.
 - Working collaboratively with the President, responsible for the implementation of the Dispute Resolution policy if needed



- Qualifications: Prior non-profit board leadership experience, strong facilitation skills, and deep familiarity with SKSC governance. (1-2yrs experience within SKSC board is ideal - ensuring a understanding of SKSC operation and operations)
- Tenure: 2 year term.
- Time Commitment: ~2–3 days per month, plus monthly meetings (online or In-person)
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6. Officials Director

- Purpose: provide the link between the Board and the meet management committee
- Key Responsibilities:
 - Be the Liaison and club representative with Swim BC and the Regional Officials Director
 - Chair/Liaison of the meet committee (coaches, Meet Manager, Office Manager)
 - Provide input into the board decision making process
- Qualifications: Strong administrative skills, detail-oriented, and familiarity with non-profit governance.
- Tenure: 2 year term.
- Time Commitment: ~2–3 days per month, plus monthly meetings (online or In-person)

7. Fundraising Director

- Purpose: Lead, coordinate or pursue fundraising opportunities for the membership and the team
- Key responsibilities:
 - Working with key volunteers, find way to reduce membership costs, by the implementation of key fundraiser
 - Working with key volunteers, directors, look for club sponsorship opportunities
 - Provide input in the board decision making process
- Qualifications: Strong administrative skills, detail-oriented, and familiarity with non-profit governance.
- Tenure: 2 year term.
- Time Commitment: ~2–3 days per month, plus monthly meetings (online or In-person)

8. Director of Swimming

- Purpose : This is a standing position fulfilled by the head coach or his designate, providing a continuous link between coaches, program direction and board of directors
- Key responsibilities:
 - Keep the board apprised of the team program, coaches and overall health of the team
 - Working the president, treasurer, provide input into the clubs annual budget
 - Be the liaison between the city of surrey and the out door pool contractor and the team
- Qualifications: Strong administrative skills, detail-oriented, and familiarity with non-profit governance.
- Tenure: 2 year term.
- Time Commitment: ~2–3 days per month, plus monthly meetings (online or In-person)