



## **Alberta Sports Hall of Fame Board Member Job Description**

### ***Preamble:***

The Alberta Sports Hall of Fame (ASHF) is governed primarily by a Policy Governing Board. This means the Board sets policies that shape the long-term direction and strategic priorities of the organization. Each Board member has a fiduciary duty to the ASHF, requiring them to act honestly, in good faith, and in the best interests of the organization.

The Board is responsible for hiring a senior staff member, the Executive Director, who is tasked with implementing the Board's policies, Alberta Sports Hall of Fame strategic plan and managing the day-to-day operations of the ASHF.

The following job description outlines the expectations for Board members and serves as a guide for orienting new members or evaluating the effectiveness of current members.

### **JOB DESCRIPTION**

#### **Position: BOARD MEMBER**

#### **Authority and Responsibility**

The Board of Directors holds the legal authority for the Alberta Sports Hall of Fame (ASHF). Each director, as a Board member, serves in a position of trust on behalf of the community and is accountable for ensuring the organization's effective governance. Board members must reside in Alberta.

#### **Requirements for Board Membership**

Requirements of Board membership include:

1. **Commitment to the ASHF's Strategic Direction**  
Board members must align with and support the strategic goals of the Alberta Sports Hall of Fame.
2. **Knowledge and Skills in Governance Areas**  
Members should possess expertise in one or more governance areas, such as policy, finance, programs, or personnel management.
3. **General Attributes**  
Ideal candidates should have a strong understanding of sports, business acumen, experience with corporate or non-profit boards, policy development skills, and the ability to work collaboratively as a team player.
4. **Specific Skills and Experience**  
While individual directors are not expected to have all the following skills, they should possess several. The Board collectively should have expertise in:
  - Leadership
  - Government Relations
  - Fund Development/Advancement
  - Accounting & Finance
  - Legal

- Strategic Change Management
  - Human Resources Management
  - Marketing/Communications
  - Entrepreneurship
  - Sport Perspective and Advocacy
  - Political Influence
5. **Financial Contribution and Fund Development Engagement**  
Members are expected to make an annual financial contribution at a personally meaningful level and participate in fund development activities such as advocacy, stewardship, prospect identification, event attendance, and donor meetings.
  6. **Committee Participation**  
Board members should be willing to serve on at least one committee and actively contribute to its work.
  7. **Board Meeting Attendance**  
Regular attendance at scheduled Board meetings, including participation in conference calls, is required.
  8. **Committee Meeting Attendance**  
Members should attend meetings of the committees to which they are assigned.
  9. **Annual General Meeting Attendance**  
Participation in the Annual General Meeting is expected.
  10. **Time Commitment**  
Members should dedicate five (5) to ten (10) hours per month, including time for meeting preparation, Board meetings, and committee work.
  11. **Active Participation in Discussions and Deliberations**  
Members should be prepared to engage in meaningful discussions and deliberations during Board meetings.
  12. **Familiarity with ASHF Programs and Services**  
Board members should stay informed about the programs and services offered by the ASHF and publicly support them.
  13. **Event Support and Participation**  
Members are expected to support and participate in special and fundraising events.
  14. **Compliance with ASHF Code of Conduct**  
Members must sign and adhere to the ASHF Code of Conduct Policy.

### **Term**

The Director(s) shall be appointed for a term not to exceed 3 years. Directors may be re-appointed for two additional terms of 3 years.

### **Appointment of Officers**

The Directors shall elect Officers, including a Chairperson, Vice-Chairperson, Secretary, and Treasurer, each serving a term of up to three years. These terms may be extended for an additional year or until the individual resigns or is removed by the Board. The Board may also appoint other Officers as deemed necessary, assigning them specific authorities and duties as defined by the Board of Directors. A single Director may hold two offices concurrently.

### **General Duties**

A Director is well-informed about the organization's matters and actively engages in the Board's discussions and decisions regarding policy, finance, programs, personnel, and advocacy.

1. **Governance**  
Guide the Hall by implementing the broad policies established by the Board.
2. **Goal Setting**  
Define long- and short-term goals, objectives, and priorities for the ASHF to meet community needs.
3. **Promotion**  
Advocate for the ASHF through community networking and outreach efforts.
4. **Accountability**  
Ensure accountability to funders regarding the services provided and the funds expended.
5. **Evaluation**  
Regularly review and assess the effectiveness of ASHF's programs and services.
6. **Board Nominations**  
Be accountable and contribute to seeking nominations for Board elections when necessary.
7. **Active Participation**  
Prepare for and engage in the Board's discussions and decision-making processes.
8. **Conflict of Interest**  
Stay aware of potential conflicts of interest and abstain from related decisions when necessary.
9. **Policy Approval**  
Approve policies and recommendations from the Board, standing committees, and senior staff when appropriate.
10. **Policy Monitoring**  
Monitor Board policies and propose new policies as needed.
11. **Bylaws Review**  
Review the Bylaws and policy manual, suggesting changes to the Board.
12. **Board Structure**  
Evaluate the Board's structure, approve necessary changes, and recommend Bylaw amendments.
13. **Strategic Planning**  
Participate in the development and approval of ASHF's strategic plan.
14. **Budget Approval**  
Approve the annual budget of the ASHF.
15. **Executive Director Oversight**  
Approve the hiring and review of the Executive Director, including their employment contract, based on the Personnel and Compensation Committee's recommendation.
16. **Executive Director Evaluation**  
Support and take part in the evaluation process of the Executive Director.
17. **Relationship Building**  
Foster positive relationships among the Board, committees, staff, and the community to further the ASHF's mission.

### **Evaluation**

A Director's performance is reviewed annually, focusing on how well they fulfill their assigned Board responsibilities and duties.

### **Eligibility**

To be eligible for nomination as a director, an individual must meet the following criteria:

- Be at least eighteen (18) years old.
- Have not been declared incapable by a court in Canada or any other country.
- Not hold the status of bankrupt.
- Comply with the Income Tax Act requirements for serving as a director of a registered charity.
- Be independent.
- Not be a current employee or contractor of the Corporation.
- Must reside in Alberta

These eligibility criteria align with the requirements of the Not-for-Profit (NFP) Act.

## **Review Date and Approval Date**

The Nominations Committee reviews the Board Member Job Description annually. Any recommended changes are submitted to the Board for approval.

The following Committees are presently in place:

### **Standing Committees** (i.e. reporting to the Board):

#### **1. Executive Committee**

- Board Chair
- Vice Chair
- Secretary
- Treasurer
- ASHF Executive Director

#### **2. Fund Development/Marketing Committee**

- Board Chair
- Vice Chair
- Board Member (3) - At Large
- ASHF Executive Director

#### **3. Selection Committee (at least 7 members, plus a Chair)**

- Board Chair
- Board Member (at least 1)
- Current Hall of Fame Members (at least 3)
- Community Member (at least 4, and 1 with media experience is preferred)

#### **4. Finance Committee**

- Treasurer (Chair)
- Board Chair
- Board Member – At Large
- ASHF Executive Director

#### **5. Nominating Committee**

- Board Chair
- Selection Committee Chair
- Board Member – At Large
- ASHF Executive Director

#### **6. Infrastructure/Facility Committee**

- Board Chair
- Board Member – At Large
- ASHF Executive Director

#### **7. Alumni Development Committee**

- Board Chair
- Board Member (4) – At Large with Geographic Representation
- ASHF Executive Director

#### **8. Government Relations/Stakeholders Committee**

- Board Chair
- Board Member (3) – At Large
- ASHF Executive Director