



The Halton Outdoor Club needs your skills, energy and ideas!

Consider volunteering to part be of your Board of Directors...

If you are interested in one of the Board roles described below, please either send a brief bio and the name of your seconder (another Club member) to info@haltonoutdoorclub.ca by November 13 for inclusion in the AGM agenda *or* step forward (with the name of your seconder) at the AGM.

A. Positions whose incumbents are not seeking another term

Membership Director

The **Membership Director** is responsible for managing and analysing the member database and for maintaining contact with Club members to ensure that they are engaged and that their questions, concerns and suggestions are heard and addressed.

The **Membership Director** will have the opportunity to develop new programs/strategies to:

- engage members as volunteers to help run the Club, determine future directions and implement programs;
- promote participation in Club activities; and
- increase outreach to possible new members.

The **Membership Director** will work closely with the Communications Director, Social Director and Publicity and Promotion Director. S/he should be comfortable manipulating data in Excel.

Specific tasks include:

- Manage new memberships and annual renewals
- Query the member database to generate statistical information about the membership and their participation, and provide aggregate reports to the Board regularly and on request
- Communicate regularly with Club members by responding to their emails and proactively reaching out to them during Club events
- Identify volunteer members to assist in developing, expanding and implementing new programs/strategies
- Develop and implement strategies for ensuring that new members feel welcome during their first years with the Club (e.g., 'New Member' welcome nights)
- Develop strategies to ensure regular feedback and input from members
- Work with other Board members to recruit new members

Vice-President

The **Vice-President** assumes specific responsibilities as requested by the President and/or the Board as a whole, and acts in place of the President when necessary. The VP will take responsibility for some of the new initiatives arising from ongoing strategic planning. S/he will be committed to active involvement in the Club's programs and to demonstrating strong leadership.

The **Vice-President** will work closely with the President and with other Board members as required by the task at hand.

Specific tasks include:

- Chair meetings in the absence of the President or as assigned
- Assume responsibility for assignments and tasks as directed by the President and/ or Board as a whole
- Chair or participate in committees where there may be changes to Club policy, procedures, communications with members, etc.
- Attend the majority of Board and related meetings scheduled throughout the year and contribute regularly reports to the Board regarding active areas of responsibility
- Represent the Board on matters affecting HOC in terms of members or outside individuals as assigned by the President or in his/her absence.
- Provide input to the Board and the Club Manager on operational issues, and looks for ways to increase efficiency and/or effectiveness in delivering services to members
- Commit to active involvement in HOC's sport and Club activities demonstrating "Leadership" where appropriate.
- Provide a positive contribution on all matters arising from the business of the Club and support all Board members when and where necessary, but particularly when engaged with the members at-large
- Assume the responsibilities of the President if the Board deems that appropriate and in the best interests of HOC given the circumstances at the time

B. Positions whose incumbents are standing for another term, requiring confirmation

Ski/Snowshoe Director

The **Ski/Snowshoe Director** provides leadership and takes responsibility for planning, promoting and implementing a successful ski and snowshoe program, and for providing opportunities for skills development.

The **Ski/Snowshoe Director** will work closely with the Club Manager and with other Sport Directors on matters of common interest, such as leader training, investment in sport activities, etc.

Specific tasks include:

- Provide leadership for the HOC ski and snowshoe program
- Plan the season's activities, including securing all the leadership resources, trainers and partner commitments necessary to plan and deliver the program on behalf of HOC members
- Address all issues arising from the program in terms of delivery of services to members
- Attend the majority of Board meetings and provide regular reporting to the Board on the progress and results of the ski and snowshoe program as it progresses
- Seek the support of the Board and the Club Manager in ensuring that all the activities necessary to provide members with the best experience possible are carried out to the best of our ability
- Promote ski and snowshoe activities and skills development across HOC
- Collaborate with the other Sport Directors on matters of common interest, including managing HOC's investment in the sports through the Sport Development Fund allocated by the Board
- Contribute skills and experience in support of Board colleagues where required

President

The **President** provides leadership to the Board of Directors for all aspects of Club operations, communications and legal responsibilities. The President ensures that Board activities are focused on the Club mission and purpose, while challenging the Board to change and adapt as required.

The **President** will work closely with the Club Manager and all Board members.

Specific tasks include:

- Ensure that the Board adheres to current bylaws and constitution as outlined in the Ontario Not-for-Profit Act.
- Ensure that the Board meets the needs of Club members and that a healthy level of communication exists between the Board and members across all areas of Board responsibility including sport activities, administration, etc.
- Sign cheques and other legal documents, including official annual Financial Statements
- Approve the agenda for Board meetings in consultation with Directors, Secretary and Club Manager
- Chair meetings of the Board of Directors, including directing discussions, clarifying topics and encouraging participation by all Board members

- Keep Board activities focused on Club mission and purpose, while challenging the Board to change and adapt as required
- Appoint special committees and chairs to investigate and propose solutions to/directions for issues arising from HOC business; act as *ex-officio* member of committees and attend when required
- Participate in and support all promotion and recruitment activities
- Direct organization of and chair the AGM, including setting the agenda, presenting annual reports and financial results to members, and addressing proposals or concerns that emerge from members at the AGM
- Address escalation of issues or requests from the Board or members at-large.

Terms for all Board positions are 3 years.