

## AMAC Board Member Job Description

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| <b>Position:</b>                     | President  |
| <b>Authority and Responsibility:</b> | <p>The Board of Directors is the legal authority for the Alberta Marlin Aquatic Club (AMAC). As a member of the Board, a Director acts in a position of trust for the <b>entire</b> swimming community and is responsible for the effective governance of the organization.</p> <p>The President has the authority and responsibility to oversee the direction of AMAC.</p>  |
| <b>Qualifications and Skills:</b>    | To effectively fulfill the role of President an individual must possess strong communication skills and experience serving on volunteer boards. Ideally, they have served on the Board for a minimum of one two-year term as a director.   |
| <b>Requirements:</b>                 | <p>Requirements of Board membership include:</p> <ol style="list-style-type: none"> <li>1. Commitment to the work of the organization.</li> <li>2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy.</li> <li>3. Willingness to serve on committees.</li> <li>4. Attendance at monthly Board meetings.</li> <li>5. Attendance at meetings of assigned committees.</li> <li>6. Attendance at Annual General Meeting.</li> <li>7. Support of special events.</li> <li>8. Support of and participation in fundraising or marketing events.</li> </ol>  |
| <b>Term:</b>                         | The President is elected by the membership at the Annual General Meeting, serves for a two-year term and may be released at the end of the elected term, by resigning, or according to the AMAC Bylaws.  |
| <b>General Duties:</b>               | <p>The President is considered as a Director of the Board. A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy. The Director must:</p> <ol style="list-style-type: none"> <li>1. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and staff.</li> <li>2. Monitor all Board policies.</li> <li>3. Review the bylaws and policy manual, and recommend bylaw changes to the membership.</li> <li>4. Review the Board's structure, approve changes, and prepare necessary bylaw amendments.</li> <li>5. Participate in the development of AMAC's strategic plan and annual review.</li> <li>6. Approve AMAC's budget.</li> <li>7. Approve the hiring and release of paid staff, including their employment contracts, based on the recommendation of the Executive Committee.</li> <li>8. Support and participate in evaluating paid staff members.</li> <li>9. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance the Club's mission.</li> </ol> |
| <b>Specific Duties:</b>              | <ol style="list-style-type: none"> <li>1. Supervises the affairs of the Board and Staff</li> <li>2. When present, chairs all meetings of the Club, the Board and the Executive Committee</li> <li>3. Prepares the Agenda for each Board Meeting</li> <li>4. Is an ex-officio member of all committees</li> <li>5. Acts as the Spokesperson for the Club</li> <li>6. Chairs the Executive Committee</li> <li>7. Chairs the Governance Committee</li> <li>8. Shares with the Officials Chair the recruitment of volunteers,</li> <li>9. Carries out other duties as assigned by the Board, and</li> <li>10. The President should attend Swim Alberta Planning and General Meetings</li> <li>11. The President shall have signing authority for the Club</li> <li>12. The President shall attend meetings of outside agencies on behalf of the Club</li> </ol>  |
| <b>Evaluation:</b>                   | The President's performance is evaluated annually based on the performance of their duties laid out in their Goals and Work plans.   |
| <b>Annual Review:</b>                | The Executive Committee annually reviews the Board Member Job Description. Recommended changes are presented to the Board.   |
| <b>Review Date:</b>                  | <b>Approval Date:</b>  |

## AMAC Board Member Job Description

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| <b>Position:</b>                     | Vice President   |
| <b>Authority and Responsibility:</b> | <p>The Board of Directors is the legal authority for the Alberta Marlin Aquatic Club (AMAC). As a member of the Board, a Director acts in a position of trust for the <b>entire</b> swimming community and is responsible for the effective governance of the organization.</p> <p>The Vice President has the authority and responsibility to oversee fundraising activities for the club.</p>   |
| <b>Qualifications and Skills:</b>    | To effectively fulfill the role of Vice President an individual must possess strong communication skills and have experience serving on volunteer boards. Ideally, they have served on the Board for a minimum of one two-year term as a director.   |
| <b>Requirements:</b>                 | <p>Requirements of Board membership include:</p> <ol style="list-style-type: none"> <li>1. Commitment to the work of the organization.</li> <li>2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy.</li> <li>3. Willingness to serve on committees.</li> <li>4. Attendance at monthly Board meetings.</li> <li>5. Attendance at meetings of assigned committees.</li> <li>6. Attendance at Annual General Meeting.</li> <li>7. Support of special events.</li> <li>8. Support of and participation in fundraising or marketing events.</li> </ol>  |
| <b>Term:</b>                         | The Vice President is elected by the membership at the Annual General Meeting, serves for a two-year term and may be released at the end of the elected term, by resigning or according to the AMAC Bylaws.  |
| <b>General Duties:</b>               | <p>The Vice President is considered as a Director of the Board. A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.</p> <p>The Director must:</p> <ol style="list-style-type: none"> <li>1. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and staff.</li> <li>2. Monitor all Board policies.</li> <li>3. Review the bylaws and policy manual, and recommend bylaw changes to the membership.</li> <li>4. Review the Board's structure, approve changes, and prepare necessary bylaw amendments.</li> <li>5. Participate in the development of the Club's organizational plan and annual review.</li> <li>6. Approve the Club's budget.</li> <li>7. Approve the hiring and release of staff, including their employment contracts, based on the recommendation of the Executive Committee.</li> <li>8. Support and participate in evaluating paid staff.</li> <li>9. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance the Club's mission.</li> </ol> |
| <b>Specific Duties:</b>              | <ol style="list-style-type: none"> <li>1. Presides at meetings in the absence of the President</li> <li>2. Replaces the President at various functions when asked by the President or the Board</li> <li>3. Chairs the Finance Committee</li> <li>4. Is a member of the Executive Committee</li> <li>5. Carries out other duties as required by the Board, and</li> <li>6. Ideally has intentions and ability to become the Club President.</li> </ol>   |
| <b>Evaluation:</b>                   | The Vice President's performance is evaluated annually based on the performance of their duties laid out in their Goals and Work plans.  |
| <b>Annual Review:</b>                | The Executive Committee annually reviews the Board Member Job Description. Recommended changes are presented to the Board.   |
| <b>Review Date:</b>                  | <b>Approval Date:</b>  |

## AMAC Board Member Job Description

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| <b>Position:</b>                     | Treasurer  |
| <b>Authority and Responsibility:</b> | <p>The Board of Directors is the legal authority for the Alberta Marlin Aquatic Club (AMAC). As a member of the Board, a Director acts in a position of trust for the <b>entire</b> swimming community and is responsible for the effective governance of the organization.</p> <p>The Treasurer has the authority and responsibility to oversee the financial activities for the club.</p>  |
| <b>Qualifications and Skills:</b>    | To effectively fulfill the role of Treasurer an individual must possess strong communication skills and have experience serving on volunteer boards. Ideally, they have served on the Board for a minimum of one two-year term as a director.  |
| <b>Requirements:</b>                 | <p>Requirements of Board membership include:</p> <ol style="list-style-type: none"> <li>1. Commitment to the work of the organization.</li> <li>2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy.</li> <li>3. Willingness to serve on committees.</li> <li>4. Attendance at monthly Board meetings.</li> <li>5. Attendance at meetings of assigned committees.</li> <li>6. Attendance at Annual General Meeting.</li> <li>7. Support of special events.</li> <li>8. Support of and participation in fundraising or marketing events.</li> </ol>  |
| <b>Term:</b>                         | The Treasurer is elected by the membership at the Annual General Meeting, serves for a two-year term and may be released at the end of the elected term, by resigning or according to the AMAC Bylaws.   |
| <b>General Duties:</b>               | <p>The Treasurer is considered as a Director of the Board. A Director is fully informed on organizational matters and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.</p> <p>The Director must:</p> <ol style="list-style-type: none"> <li>1. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and staff.</li> <li>2. Monitor all Board policies.</li> <li>3. Review the bylaws and policy manual, and recommend bylaw changes to the membership.</li> <li>4. Review the Board's structure, approve changes, and prepare necessary bylaw amendments.</li> <li>5. Participate in the development of the Club's organizational plan and annual review.</li> <li>6. Approve the Club's budget.</li> <li>7. Approve the hiring and release of staff, including their employment contracts, based on the recommendation of the Executive Committee.</li> <li>8. Support and participate in evaluating paid staff.</li> <li>9. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance the Club's mission.</li> </ol> |
| <b>Specific Duties:</b>              | <ol style="list-style-type: none"> <li>1. Be a voting member of the Board and as such will not be a paid position</li> <li>2. Prepare and review, in conjunction with the Bookkeeper, the financial statements of the club and present to the Board for approval</li> <li>3. Apply for grants the Board deems appropriate to meet the financial needs of the club</li> <li>4. Prepare an operational budget, in consultation the Budget Committee, which shall consist of the Treasurer, President and Head Coach</li> <li>5. Bring forth any suggested fee increases to the Board</li> <li>6. Be responsible to the Board for the club financials</li> <li>7. Be responsible for and submit all required reports to Alberta Gaming</li> <li>8. Receive all monies paid to the club and will be responsible for the deposit of same in the</li> </ol>  |

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|                       | <p>bank designated by the Board.</p> <p>9. Account for the funds of the club and keep books according to good and standard accounting principles.</p> <p>10. Prepare annual financial documents of the Club and submit for an Audit Review as detailed in club Bylaws</p> <p>11. Submit Audited Year End Financials to Alberta Registries</p> <p>12. The bookkeeper will be chosen by the Treasurer and must receive Board approval. It will be a paid position and shall not be filled by a member of the club</p> |                       |                  |
| <b>Evaluation:</b>    | The Treasurer's performance is evaluated annually based on the performance of their duties laid out in their Goals and Work plans.  |                       |                  |
| <b>Annual Review:</b> | The Executive Committee annually reviews the Board Member Job Description. Recommended changes are presented to the Board.  |                       |                  |
| <b>Review Date:</b>   | September 2022  | <b>Approval Date:</b> | December 8, 2020 |

## AMAC Board Member Job Description

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| <b>Position:</b>                     | Secretary   |                       |
| <b>Authority and Responsibility:</b> | <p>The Board of Directors is the legal authority for the Alberta Marlin Aquatic Club (AMAC). As a member of the Board, a Director acts in a position of trust for the <b>entire</b> swimming community and is responsible for the effective governance of the organization.</p> <p>The Secretary has the authority and responsibility to keep the records of the club.</p>  |                       |
| <b>Qualifications and Skills:</b>    | To effectively fulfill the role of Secretary an individual must possess strong communication skills and should have experience serving on volunteer boards.   |                       |
| <b>Requirements:</b>                 | <p>Requirements of Board membership include:</p> <ol style="list-style-type: none"> <li>1. Commitment to the work of the organization.</li> <li>2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy.</li> <li>3. Willingness to serve on committees.</li> <li>4. Attendance at monthly Board meetings.</li> <li>5. Attendance at meetings of assigned committees.</li> <li>6. Attendance at Annual General Meeting.</li> <li>7. Support of special events.</li> <li>8. Support of and participation in fundraising or marketing events.</li> </ol>   |                       |
| <b>Term:</b>                         | The Secretary is elected by the membership at the Annual General Meeting, serves for a two-year term and may be released at the end of the elected term, by resigning or according to the AMAC Bylaws.  |                       |
| <b>General Duties:</b>               | <p>The Secretary is considered as a Director of the Board. A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.</p> <p>The Director must:</p> <ol style="list-style-type: none"> <li>1. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and staff.</li> <li>2. Monitor all Board policies.</li> <li>3. Review the bylaws and policy manual, and recommend bylaw changes to the membership.</li> <li>4. Review the Board's structure, approve changes, and prepare necessary bylaw amendments.</li> <li>5. Participate in the development of the Club's organizational plan and annual review.</li> <li>6. Approve the Club's budget.</li> <li>7. Approve the hiring and release of staff, including their employment contracts, based on the recommendation of the Executive Committee.</li> <li>8. Support and participate in evaluating paid staff.</li> <li>9. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance the Club's mission.</li> </ol> |                       |
| <b>Specific Duties:</b>              | <ol style="list-style-type: none"> <li>1. Attends all meetings of the Board and Executive Committee</li> <li>2. Records accurate minutes of the meetings,</li> <li>3. Ensures that a record of names and addresses of all Members of the club is kept,</li> <li>4. Ensures all notices of various meetings are sent,</li> <li>5. Ensures that Annual Returns, changes in Club Directors, Amendments Bylaws and other incorporating documents are filed with Corporate Registries of the Alberta Government,</li> <li>6. Is a member of the Executive Committee, and</li> <li>7. Carries out other duties as required by the Board.</li> </ol>   |                       |
| <b>Evaluation:</b>                   | The Secretary's performance is evaluated annually based on the performance of their duties laid out in their Goals and Work plans.  |                       |
| <b>Annual Review:</b>                | The Executive Committee annually reviews the Board Member Job Description. Recommended changes are presented to the Board.  |                       |
| <b>Review Date:</b>                  |   | <b>Approval Date:</b> |

## AMAC Board Member Job Description

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|--------------------------------------|---|-----------------------|--|
| <b>Position:</b>                     | Communications Director   |                       |  |
| <b>Authority and Responsibility:</b> | The Board of Directors is the legal authority for the Alberta Marlin Aquatic Club (AMAC). As a member of the Board, a Director acts in a position of trust for the <b>entire</b> swimming community and is responsible for the effective governance of the organization. The Communication Director is responsible for ensuring that internal and external communications accurately reflect club operations and goals  |                       |  |
| <b>Qualifications and Skills:</b>    | To effectively fulfill the role of Communications Director an individual must possess strong communication skills and should have a good working knowledge of Club operations.  |                       |  |
| <b>Requirements:</b>                 | <p>Requirements of Board membership include:</p> <ol style="list-style-type: none"> <li>1. Commitment to the work of the organization.</li> <li>2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy.</li> <li>3. Willingness to serve on committees.</li> <li>4. Attendance at monthly Board meetings.</li> <li>5. Attendance at meetings of assigned committees.</li> <li>6. Attendance at Annual General Meeting.</li> <li>7. Support of special events.</li> <li>8. Support of and participation in fundraising or marketing events.</li> </ol>   |                       |  |
| <b>Term:</b>                         | The Communications Director is elected by the membership at the Annual General Meeting, serves for a two-year term and may be released at the end of the elected term, by resigning or according to the AMAC Bylaws.  |                       |  |
| <b>General Duties:</b>               | <p>The Communications Director is considered as a Director of the Board. A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.</p> <p>The Director must:</p> <ol style="list-style-type: none"> <li>1. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and staff.</li> <li>2. Monitor all Board policies.</li> <li>3. Review the bylaws and policy manual, and recommend bylaw changes to the membership.</li> <li>4. Review the Board's structure, approve changes, and prepare necessary bylaw amendments.</li> <li>5. Participate in the development of the Club's organizational plan and annual review.</li> <li>6. Approve the Club's budget.</li> <li>7. Approve the hiring and release of staff, including their employment contracts, based on the recommendation of the Executive Committee.</li> <li>8. Support and participate in evaluating paid staff.</li> <li>9. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance the Club's mission.</li> </ol> |                       |  |
| <b>Specific Duties:</b>              | <ol style="list-style-type: none"> <li>1. Attends all meetings of the Board,</li> <li>2. Acts as Secretary to records minutes of the meetings in the absence of the secretary,</li> <li>3. Monitors and solicits feedback from Club membership on Club operations</li> <li>4. Promotes the Club to external stakeholders and the public</li> <li>5. Ensures communications within the club are timely, efficient and comprehensive.</li> <li>6. Carries out other duties as required by the Board.</li> </ol>   |                       |  |
| <b>Evaluation:</b>                   | The Communication Director's performance is evaluated annually based on the performance of their duties laid out in their Goals and Work plans.   |                       |  |
| <b>Annual Review:</b>                | The Executive Committee annually reviews the Board Member Job Description. Recommended changes are presented to the Board.  |                       |  |
| <b>Review Date:</b>                  |   | <b>Approval Date:</b> |  |

## AMAC Board Member Job Description

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|--------------------------------------|---|-----------------------|--|
| <b>Position:</b>                     | Director at Large   |                       |  |
| <b>Authority and Responsibility:</b> | The Board of Directors is the legal authority for the Alberta Marlin Aquatic Club (AMAC). As a member of the Board, a Director acts in a position of trust for the <b>entire</b> swimming community and is responsible for the effective governance of the organization.  |                       |  |
| <b>Qualifications and Skills:</b>    | To effectively fulfill the role of Director at Large an individual must possess strong communication skills and should have a good working knowledge of Club operations.  |                       |  |
| <b>Requirements:</b>                 | <p>Requirements of Board membership include:</p> <ol style="list-style-type: none"> <li>1. Commitment to the work of the organization.</li> <li>2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy.</li> <li>3. Willingness to serve on committees.</li> <li>4. Attendance at monthly Board meetings.</li> <li>5. Attendance at meetings of assigned committees.</li> <li>6. Attendance at Annual General Meeting.</li> <li>7. Support of special events.</li> <li>8. Support of and participation in fundraising or marketing events.</li> </ol>   |                       |  |
| <b>Term:</b>                         | The Director at Large is elected by the membership at the Annual General Meeting, serves for a two-year term and may be released at the end of the elected term, by resigning or according to the AMAC Bylaws.  |                       |  |
| <b>General Duties:</b>               | <p>The Director at Large is considered as a Director of the Board. A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.</p> <p>The Director must:</p> <ol style="list-style-type: none"> <li>1. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and staff.</li> <li>2. Monitor all Board policies.</li> <li>3. Review the bylaws and policy manual, and recommend bylaw changes to the membership.</li> <li>4. Review the Board's structure, approve changes, and prepare necessary bylaw amendments.</li> <li>5. Participate in the development of the Club's organizational plan and annual review.</li> <li>6. Approve the Club's budget.</li> <li>7. Approve the hiring and release of staff, including their employment contracts, based on the recommendation of the Executive Committee.</li> <li>8. Support and participate in evaluating paid staff.</li> <li>9. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance the Club's mission.</li> </ol> |                       |  |
| <b>Specific Duties:</b>              | <ol style="list-style-type: none"> <li>1. Attends all meetings of the Board,</li> <li>2. Acts as Secretary to records minutes of the meetings in the absence of the secretary,</li> <li>3. Monitors and solicits feedback from Club membership on Club operations</li> <li>4. Promotes the Club to external stakeholders and the public</li> <li>5. Ensures communications within the club are timely, efficient and comprehensive.</li> <li>6. Carries out other duties as required by the Board.</li> </ol>   |                       |  |
| <b>Evaluation:</b>                   | The Director at Large's performance is evaluated annually based on the performance of their duties laid out in their Goals and Work plans.  |                       |  |
| <b>Annual Review:</b>                | The Executive Committee annually reviews the Board Member Job Description. Recommended changes are presented to the Board.  |                       |  |
| <b>Review Date:</b>                  |   | <b>Approval Date:</b> |  |

## AMAC Board Member Job Description

|                                      |   |
|--------------------------------------|---|
| <b>Position:</b>                     | Meet Director   |
| <b>Authority and Responsibility:</b> | <p>The Board of Directors is the legal authority for the Alberta Marlins Aquatic Club (AMAC). As a member of the Board, a Director acts in a position of trust for the <b>entire</b> swimming community and is responsible for the effective governance of the organization.</p> <p>The Meet Director has the authority and responsibility to ensure home swim meets are conducted in accordance with all applicable regulations in an efficient and harmonious manner.</p>   |
| <b>Qualifications and Skills:</b>    | To effectively fulfill the role of Meet Director an individual must have a good working knowledge of the Club and swim meet operations. They should also have a working knowledge of the provincial and national swim associations, and excellent interpersonal skills.   |
| <b>Requirements:</b>                 | <p>Requirements of Board membership include:</p> <ol style="list-style-type: none"> <li>1. Commitment to the work of the organization.</li> <li>2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy.</li> <li>3. Willingness to serve on committees.</li> <li>4. Attendance at monthly Board meetings.</li> <li>5. Attendance at meetings of assigned committees.</li> <li>6. Attendance at Annual General Meeting.</li> <li>7. Support of special events.</li> <li>8. Support of and participation in fundraising or marketing events.</li> </ol>   |
| <b>Term:</b>                         | The Meet Director is elected by the membership at the Annual General Meeting, serves for a two-year term and may be released at the end of the elected term, by resigning or according to the AMAC Bylaws.  |
| <b>General Duties:</b>               | <p>The Meet Director is considered as a Director of the Board. A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.</p> <p>The Director must:</p> <ol style="list-style-type: none"> <li>1. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and staff.</li> <li>2. Monitor all Board policies.</li> <li>3. Review the bylaws and policy manual, and recommend bylaw changes to the membership.</li> <li>4. Review the Board's structure, approve changes, and prepare necessary bylaw amendments.</li> <li>5. Participate in the development of Club's organizational plan and annual review.</li> <li>6. Approve the Club's budget.</li> <li>7. Approve the hiring and release of staff, including their employment contracts, based on the recommendation of the Executive Committee.</li> <li>8. Support and participate in evaluating paid staff.</li> <li>9. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance the Club's mission.</li> </ol> |
| <b>Specific Duties:</b>              | <ol style="list-style-type: none"> <li>1. Chairs the Meet Committee</li> <li>2. Coordinates, monitors and supports swim meet planning and conduct</li> <li>3. Supports the members of the Meet Committee - Officials Chair, Meet Manager, Hospitality volunteer, and Meet Marketer (Meet Director may also hold one of these positions)</li> <li>4. Carries out other duties as required by the Board</li> </ol>  |
| <b>Evaluation:</b>                   | The Meet Director's performance is evaluated annually based on the performance of their duties laid out in their Goals and Work plans.  |
| <b>Annual Review:</b>                | The Executive Committee annually reviews the Board Member Job Description. Recommended changes are presented to the Board.  |
| <b>Review Date:</b>                  | <b>Approval Date:</b>   |



## AMAC Board Member Job Description

|                                      |  |  |                       |
|--------------------------------------|--|--|-----------------------|
| <b>Position:</b>                     | Past President   |  |                       |
| <b>Authority and Responsibility:</b> | <p>The Board of Directors is the legal authority for the Alberta Marlins Aquatic Club (AMAC). As a member of the Board, a Director acts in a position of trust for the <b>entire</b> swimming community and is responsible for the effective governance of the organization.</p> <p>The Past President has the authority and responsibility to:</p>  |  |                       |
| <b>Qualifications and Skills:</b>    | To effectively fulfill the role of Past President an individual must have served as the Club President for a minimum of one term.  |  |                       |
| <b>Requirements:</b>                 | <p>Requirements of Board membership include:</p> <ol style="list-style-type: none"> <li>1. Commitment to the work of the organization.</li> <li>2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy.</li> <li>3. Willingness to serve on committees.</li> <li>4. Attendance at monthly Board meetings.</li> <li>5. Attendance at meetings of assigned committees.</li> <li>6. Attendance at Annual General Meeting.</li> <li>7. Support of special events.</li> <li>8. Support of and participation in fundraising or marketing events.</li> </ol>  |  |                       |
| <b>Term:</b>                         | The Past President is elected by the membership at the Annual General Meeting, serves for a two-year term and may be released at the end of the elected term, by resigning or according to the AMAC Bylaws.  |  |                       |
| <b>General Duties:</b>               | <p>The Past President is considered as a Director of the Board. A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.</p> <p>The Director must:</p> <ol style="list-style-type: none"> <li>1. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and staff.</li> <li>2. Monitor all Board policies.</li> <li>3. Review the bylaws and policy manual, and recommend bylaw changes to the membership.</li> <li>4. Review the Board's structure, approve changes, and prepare necessary bylaw amendments.</li> <li>5. Participate in the development of Club's organizational plan and annual review.</li> <li>6. Approve the Club's budget.</li> <li>7. Approve the hiring and release of staff, including their employment contracts, based on the recommendation of the Executive Committee.</li> <li>8. Support and participate in evaluating paid staff.</li> <li>9. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance the Club's mission.</li> </ol> |  |                       |
| <b>Specific Duties:</b>              | <ol style="list-style-type: none"> <li>1. Seeks out and prepares submissions for government funding</li> <li>2. Carries out other duties as required by the Board</li> </ol>   |  |                       |
| <b>Evaluation:</b>                   | The Past President's performance is evaluated annually based on the performance of their duties laid out in their Goals and Work plans.  |  |                       |
| <b>Annual Review:</b>                | The Executive Committee annually reviews the Board Member Job Description. Recommended changes are presented to the Board.   |  |                       |
| <b>Review Date:</b>                  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;"><b>Approval Date:</b></td> </tr> </table>  |  | <b>Approval Date:</b> |
|                                      | <b>Approval Date:</b>  |  |                       |