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PURPOSE

To inform Directors of the Cycling Association of Yukon (CAY) of their responsibilities to manage the affairs of CAY in accordance with the Yukon Societies Act, CAY's bylaws, and their policies and procedures. The basic responsibility of a Director is to represent the interests of CAY's members in directing the affairs of CAY within the law.

GENERAL RESPONSIBILITIES AND DUTIES

1. Act reasonably, prudently, in good faith and with a view to the best interests of CAY and its members.
2. Place the interests of CAY first and not use one's position as a Director to further private interests.
3. Act within the scope of the governing policies of CAY and within the scope of other laws, rules and regulations that apply to CAY.
4. Keep CAY's business private and not discuss certain matters with people outside of Organization unless with prior approval of the Board of Directors.
5. Support the decisions of the Board of Directors, even if they may not personally agree with the decisions and might not have voted to support the decision.
6. Act as a member of a designated committee as appointed by the Board of Directors.
7. Keep all appropriate individuals and committees informed as required through normal reporting and communication channels.
8. Perform other duties that may, from time to time, be established by the Board.
9. Act in a manner that promotes a positive and professional public image.
10. Devote their full time and attention during volunteer hours to the business and interests of CAY.
11. Schedule volunteer hours in order to accommodate the changing needs of CAY which may require evening and weekend work.
12. Sign and agree to Director's Agreement upon election or appointment to the CAY board

MEETING RESPONSIBILITIES

1. Attend and properly prepare for meetings.
2. Provide all required reports to the Board in written form as required.
3. Ensure minutes of meetings are accurate and correct.
4. Ensure that minutes of meetings reflect abstentions from votes, votes for and votes against motions.
5. Declare any real or perceived conflict of interest with respect to an issue when the issue first arises and not vote, participate in or influence the decision-making process.
6. Ensure any such disclosures of conflict are recorded in the meeting minutes.

FINANCIAL RESPONSIBILITIES

1. Review regularly the financial reports of CAY.
2. Approve and monitor CAY's budget.
3. Ensure the performance and completion of a financial review of CAY's finances, if required.
4. Inform themselves who is authorized to sign cheques and for what amount.
5. Supervise the management and the disbursement of funds of CAY.
6. Comply with CAY's *Financial Policy*.

OTHER RESPONSIBILITIES

1. Ensure that all contracts CAY enters into are carefully reviewed by board or by counsel.
2. Develop, implement, monitor and evaluate CAY's strategic plan.
3. Ensure CAY develops a clear *Human Resources Policy* and ensure that any staff evaluations are performed as required by the policy.
4. Ensure that all staff and volunteer positions have written job descriptions and agreements.
5. Ensure there are suitable screening measures in place for those staff and volunteer positions that involve interaction with youth or other vulnerable persons in unsupervised settings.
6. Review and adhere to CAY's bylaws, policies and procedures.
7. Undertake to update out-of-date bylaws, policies and procedures or to create new ones.
8. Ensure CAY obtains adequate insurance.
9. Become familiar with CAY's insurance policies and the scope of their coverage.

BOARD POSITIONS

President

Typically the President will be the Chair of the Board and will preside as Chair at all meetings of the members and meetings of the Board. The President is the official spokesperson of CAY and usually sits as an 'ex-officio' (non-voting) member of all committees unless otherwise specified.

Vice President

The Vice President performs the duties of the President if the President is ever absent. The Vice President may also chair committees and perform other duties as required.

Treasurer

The Treasurer handles financial tasks for CAY, oversees CAY's annual budget, helps set membership fees, and chairs CAY's Finance Committee. The Treasurer also approves expense disbursement, signs cheques, and manages CAY's bank account. If an accountant is required, the Treasurer will assist the accountant in reviewing CAY's finances.

Secretary

The Secretary keeps minutes of the meetings of the Members and meetings of the Board, occasionally acts as registrar for CAY, handles correspondence, gives notice to members of a meeting of the Members, and organizes reports for submission at the meeting of the Members.