



## Joining the South West District Board of Directors What You Need to Know

### WELCOME

Thank you for your interest in the South West District Board. Board members serve as volunteers and come to us from across south western Saskatchewan.

Joining the South West Board is an opportunity to participate in the big-picture strategic vision for the District. You'll work with others in the culture/recreation/sport sectors and will gain valuable leadership experience.

### THE WORK OF THE BOARD

The South West District Board is a **policy governance board**. As a high-performance group, the South West District policy governance board has 3 core functions.

**1. Acting as the voice for the owners to develop strategy.**

The Board acts as the informed voice of, and is accountable to, the owner. The board makes decisions on behalf of the owners, not the staff. The Board's highest priority is the impact of the organization on those it serves.

*Owners, is a term used to include all communities within the organization boundaries, including rural and urban municipalities, first nation bands, regional parks, individuals, and other organizations that provide services in culture, recreation, and sport.*

**2. Writing governing policy.**

The board uses 4 major governing categories to realize its duties: Governance Process Policies, Ends Policies, Board-Management Delegation Policies, Executive Limitations Policies.

**3. Assuring the organization meets its strategic priorities.**

The Board holds a strategic leadership role, not a management role. The Board monitors progress towards strategic goals by reviewing management reports at each meeting.

### WHERE WE ARE

The South West District for Culture, Recreation and Sport includes the area south of the South Saskatchewan River, the borders of Alberta, Montana and North Dakota and east to the area south of the City of Regina. Community recreation boards, culture/recreation/sport non-profit organizations, and individuals are the District's primary users.

### OUR VISION

All residents of the South West District understand, value, and participate in culture, recreation, and sport.

### OUR MISSION

The South West District for Culture, Recreation and Sport Inc. advocates and supports culture, recreation, and sport within the South West District.

### STRATEGIC PRIORITIES

You can read the current Strategic Plan, [HERE](#).



## **BOARD MEETINGS**

The Board meets every 2-3 months by Zoom and once per year for an in-person meeting and strategic planning session. Additional Board approval may be required throughout the year and will be handled by email discussion/motion.

***\*Please note, during the COVID health restrictions, all board meetings will be held by Zoom video.***

Meeting times change to reflect the majority preference of current Board members. Reference reading is sent out two weeks before each Board meeting. Virtual meetings last around 2 hours.

Travel to in person Board meetings is paid at a current rate of \$0.58/km, with meals provided. If there is a need to stay overnight, accommodations will be provided (no room sharing). Every effort is made to accommodate food allergies/sensitivity.

## **RESPONSIBILITY OF INDIVIDUAL BOARD MEMBERS**

A. Board members are expected to:

1. Be on time and prepared for meetings and communicate with the Chair and Executive Director if they are unable to attend meetings.
2. Be informed of the District documents under which the District exists, its Bylaws, Vision, Mission, Values, Code of Conduct, and policies as they pertain to the duties of a Board member.
3. Keep generally informed about the general trends in culture, recreation, and sport.
4. Attend Board meetings regularly, serve on committees of the Board and contribute from personal, professional and life experience to the work of the Board.
5. Exercise the same degree of care, diligence, and skill that a reasonably prudent person would show in comparable circumstances.
6. Offer their personal perspectives and opinions on issues that are the subject of board discussion and decision.
7. Voice, clearly, and explicitly at the time a decision is being taken, any opposition to a decision being considered by the Board.
8. Make decisions in the best interest of the District.
9. Maintain solidarity with fellow directors in support of a decision that has been made in good faith in a legally constituted meeting, by directors in reasonably full possession of the facts.
10. Know and respect the distinction in the roles of Board and employees consistent with the principles underlying these governance policies.
11. Declare any apparent or real personal conflict of interest to the Board in accordance with the District's Bylaws and policies prior to any discussion on the matter.
12. Enforce upon themselves, fellow board, and committee members the behaviour that is needed to govern with excellence. This will apply to matters such as attendance; policy-making principles; respect of roles; maintaining a unified front as a board; and monitoring and correcting any tendency of directors to stray from the principles of governance policy. Allow no officer, individual, or committee of the Board to neither assume this role nor weaken this discipline.

The Board speaks using the one-voice principle, in that decisions are expressed by the board as a whole. Individual board members have no authority.

## **NUMBER OF BOARD MEMBERS**

The District is governed by a volunteer Board of Directors of not fewer than 7 and not more than 13 members.



## TERMS

All terms of office are staggered two-year terms, to a maximum of four (4) consecutive terms.

## BOARD COMMITTEES

The Board has 4 standing committees. Board members are encouraged to participate on one or more committees.

The purpose of the **Governance Committee** is to oversee and provide leadership to the primary governance functions of the Board.

The purpose of the **Nominating Committee** is to identify potential Board members who represent:

- A cross section of culture, recreation and sport
- Various populations (e.g., villages, towns, cities, aboriginal, new-Canadian)
- Various geographic areas of the south west
- Various ages and other demographics

The purpose of the **Finance and Audit Committee** is to ensure sound, prudent and transparent financial operations.

The purpose of the **Board Buddy Committee** is to help integrate new Board members and answer any questions he/she may have about Board procedures.

## BOARD INSURANCE

The South West District carries board liability insurance. The District will indemnify a director or officer of the corporation, as outlined in the Non-Profit Corporations Act.

### DISTRICT VALUES

Adaptability  
Collaboration  
Diversity  
Inclusivity  
Participatory  
Quality  
Transparency

### BOARD VALUES

Trust  
Respect  
Commitment  
Clarity  
Passion

## DEADLINE

Deadline for applications is May 1<sup>st</sup>, midnight, each year.

## QUESTIONS?

If you have any questions about joining the South West District Board of Directors, please contact:

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