



Athletics Alberta Individual Director Position Description

In addition to the responsibility and specific duties set out in the board mandate, a director of Athletics Alberta has the oversight responsibility, specific duties and expectations described below.

Attendance

Directors are expected to attend board and any applicable committee meetings.

Responsibility

Each Athletics Alberta director contributes actively and collectively to the effective governance of the organization.

Specific Duties and Expectations

Duty, Ethics, and Integrity

1. Consider and act in the best interests of Athletics Alberta and its members.
2. Contribute to fulfilling the duties and responsibilities outlined in the board mandate.
3. Demonstrate credibility, integrity and high ethical standards in business dealings and personal affairs.
4. Complete the Safe Sport for "Sport Leaders" course.
5. Acknowledge and adhere to the Athletics Alberta code of conduct.

Advocacy

6. Be an active community advocate in support of the strategy and programs of Athletics Alberta.

Contribution and Independence

7. Work effectively and constructively with other directors and the management team.
8. Have sufficient time and energy to fulfil their duties and responsibilities.
9. Prepare for, attend, and contribute knowledgeably and effectively to meetings of the board and any committee of which the director is a member. Individual directors who cannot attend a Board or committee meeting will make reasonable efforts to provide their input to the President prior to the meeting and indicate whether they agree or disagree with any actions proposed to be taken.
10. Listen carefully and ask appropriate questions of management to encourage discussion of key issues.



Experience

Direct Experience, or professional experience, may consist of:

- working within a role that has responsibility for the competency area in a full-time capacity.
- overseeing others who work within the competency area.

Indirect Experience, or lived experience, may consist of:

- experience gained outside an employment environment, including as a volunteer.
- experience gained by being an athlete, coach or official.

Education and Training - Education or training may consist of:

- A certificate, diploma, or degree in the competency area or an area closely related to the competency from a university, college, or technical school.
- Programs or courses completed through a reputable training organization, including director education programs, with respect to the competency area.

Education Guidelines - The following guidance is provided for education levels:

- Minimal education may consist of one or more courses or presentations on a specific topic, each a half-day or shorter.
- Some education may consist of three or more short courses or presentations or a full-day course on a specific topic. This may include individual director accreditation courses or a certificate course in the subject.
- Significant education (except for the expert category) may include certificate, diploma or degree courses or full director accreditation education. For the expert category, a relevant degree or professional designation will generally be expected.

Competency Notes

The competencies are divided into three sections:

- Tier 1 competencies – are those critical to the Board's ability to appropriately execute its responsibilities.
- Tier 2 competencies – other competencies of high value to the Board.
- Tier 3 competencies – other competencies that may be of value to the Board.

*Individual directors are not required to have all competencies or even all core competencies.

CV or Bio

Please provide a copy of your current CV or a bio when you submit this form.

Your self-assessment in these areas will help inform recruitment activities and assist in the creation of development plans.



Tier 1 Competencies

Competency	Rating
<p>Strategic Planning Understanding of the Board's role in strategic planning, including the review, approval, and monitoring performance against approved strategic objectives.</p> <p>Critical to the board to appropriately set goals and chart a course for the organization.</p> <p>Expert rating is applicable to facilitating board strategic planning sessions or recent or ongoing experience at a senior level in a strategic planning or business development role in an association or not-for-profit organization of similar size and complexity to Athletics Alberta.</p>	4
<p>Risk Management. Understanding of risk management, including enterprise risk management, in a not-for-profit setting in an association of similar size and complexity to Athletics Alberta.</p> <p>Risk Management is critical to the board to appropriately oversee the risks, risk tolerance, risk appetite and risk management processes and programs of the organization.</p> <p>Expert rating is applicable to a risk management background with recent or ongoing experience in developing, managing, or overseeing risk management programs and systems for a not-for-profit association of similar size and complexity to Athletics Alberta.</p>	3
<p>Sport Programming. Understanding of managing sporting programs in a not-for profit setting in an association of similar size and complexity to Athletics Alberta.</p> <p>Programs is critical to the board as a key support to the organization and to appropriately oversee the programs of Athletics Alberta.</p> <p>Expert rating is applicable to a sporting programs background with recent or ongoing experience developing, managing, or overseeing programs for a not-for-profit association of similar size and complexity to Athletics Alberta.</p>	3

Rating	Description	Experience	And / Or	Education / Training
0	No / Limited	0 to 6 months direct or indirect		No education or training
1	Basic	6 to 12 months direct or indirect	And / Or	Minimal education or training
2	Good	1 to 2 years direct or 3 to 5 years indirect	And / Or	Some education and / or training
3	Strong	3 to 5 years direct or 5+ years indirect	And, ideally	Significant education or training
4	Expert	5+ years	And	Significant education or training



Tier 2 Competencies

Competency	Rating
<p>Human Resources. Understanding of human resources and compensation matters or board level oversight of those areas.</p> <p>Important to the Board to appropriately oversee the operational effectiveness of the organization with respect to employees. Expert rating is applicable to recent or ongoing experience developing, managing, or overseeing programs for employees, and related change management, at an association or not-for-profit organization of similar size and complexity to Athletics Alberta.</p>	4
<p>Event / Tournament Planning. Experience in organizing and managing events, ideally sporting events and tournaments.</p> <p>Important to the Board to oversee the effectiveness of Athletics Alberta run events and may be of assistance to the association and management team. Expert rating is applicable to a background and recent or ongoing experience in event management or sporting event management.</p>	4
<p>Sport Advocacy. Understanding of policy issues and experience in advocacy with respect to sport.</p> <p>Important to the Board to oversee the effectiveness of Athletics Alberta advocacy initiatives and advocacy related strategy and may be of assistance to the association and management team. Expert rating is applicable to a background and recent or ongoing experience in sport advocacy.</p>	4
<p>Volunteer Management. Experience in managing and motivating volunteers.</p> <p>Important to the Board to oversee the effectiveness of Athletics Alberta volunteer programs and may be of assistance to the association and management team. Expert rating is applicable to a background and recent or ongoing experience in volunteer management.</p>	4

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1	Basic	6 to 12 months direct or indirect	And / Or	Minimal education or training
2	Good	1 to 2 years direct or 3 to 5 years indirect	And / Or	Some education and / or training
3	Strong	3 to 5 years direct or 5+ years indirect	And, ideally	Significant education or training
4	Expert	5+ years	And	Significant education or training



Representation

Please indicate which of the following stakeholder groups you represent with respect to Athletics in Alberta:

Stakeholder Group	I represent this group
Officials	
Coaches	
Athletes	
Parents of athletes	

ALL

Affiliations and Connections

Affiliations to other organizations, both on business and political fronts, can be helpful to Athletics Alberta in respect to its roles and activities within Alberta. Please indicate below the organizations that you are or have been connected to or affiliated with, including employers and your roles with their organizations, and any significant political connections.

Organization	Role or Connection