

Role & Responsibilities of the Board of Directors

Dakota's Vision and Mission

Vision: *An engaged, healthy, vibrant community*

Mission: **To be a gathering place providing excellence in recreation and sports for everyone**

Our Values

- Inclusiveness** - Welcoming, safe and accessible
- Teamwork** - Partnerships and volunteerism
- Fairness** - Responsibility and respect
- Opportunity** - Nurturing and achieving potential
- Excellence** - Exceptional facilities and programs

General Responsibilities of Directors

Each director serves in a governance role for the organization on behalf of the membership.

All directors are expected to:

1. Understand and demonstrate a commitment to the organization's mission
2. Contribute to a board that makes decisions in the best overall interests of the Centre, and are consistent with the Centre's values
3. Set, collectively, the **strategic priorities** for the Centre, and update the organization's Strategic Plan as needed
4. Ensure that the Centre's strategic priorities are being achieved via the Centre's operational plan (which is developed and managed by the CEO, and monitored at the board level)
5. Exercise powers of the board with competence and diligence in the best interests of the Centre (i.e. acknowledge that fiduciary duty is an obligation of loyalty, honesty and good faith)
6. Keep up to date with issues and trends that affect the organization
7. Prepare for meetings by reading agendas, minutes, reports and other documentation in advance of each meeting
8. Attend meetings regularly and contribute skills and knowledge by participating actively
9. Make inquiries when clarification or more information is needed
10. Understand and monitor the organization's financial affairs
11. Avoid any potential conflicts of interest
12. Maintain confidentiality
13. Ensure the organization is complying with all legal and regulatory requirements
14. Be supportive of board decisions and be an ambassador of the Centre in the community (which may include occasionally representing the Centre at community events)

Governing Board vs. Operational Board

As Dakota Community Centre has grown, the Centre's board has gradually shifted from an operational focus (which included managing daily operations and overseeing programs), to a **focus on good governance and leadership**, based on the club's vision, mission and values.

Today, the board of Dakota Community Centre is a governing board. As such, it is solely responsible for 'big picture' items, which include:

- Upholding the Centre's by-laws
- Establishing the Centre's **strategic priorities**, which provide direction to the Dakota staff
- Ensuring that a competent management team is in place and that government and City of Winnipeg obligations are met
- Approving the Centre's annual budgets
- Expansion of the Dakota campus
- Oversight of the Dakota Futures capital campaign/fundraising
- Oversight of board-appointed committees

As a governing board, the Dakota board is not responsible for:

- Developing programs
- Advocating for special interests
- Managing the Centre's daily operations

Meetings

The Dakota board of directors meets **6 – 8 times per year**. The board typically meets bi-monthly, may meet more frequently as required. Meetings typically last 2 ½ to 3 hours.

Agendas and supporting materials for all monthly meetings are circulated by email in advance of each meeting, in an effort to ensure that board members have adequate time to prepare.

DCC's Annual General Meeting

Board Roles to be Filled (by the elected directors)

Following the election of the Centre's directors (minimum 3, maximum 10 directors), at the **Annual General Meeting** in November, the newly elected board will appoint its officers.

It is important that, prior to the AGM, the Nominating Committee identifies roles that each prospective nominee would be willing and able to fill (note that all directors are elected to one-year terms, with the exception of the Past Chair, who is not elected).

These roles are as follows:

- **Chair** (officer who will preside over meetings of the board and the membership)
- **Vice Chair** (officer who will preside over meetings of the board in the chair's absence)
- **Secretary/Treasurer** (officer who will be responsible for financial reporting to the board)
- **Director***
- **Director***
- **Director***
- **Director***
- **Director***
- **Director***
- **Past Chair**

*Individual directors may also be asked to be board liaisons (and chair committees, if needed) for: 1) Youth Sports Programs⁺; 3) Planning & Facilities/Grounds[^] matters; 4) Governance & Stewardship 5) Communications & Fundraising; Nominations; etc.

⁺ *Director accountable for youth sports programs provides support to the sport convenors regarding their respective program budgets and goals. In the absence of a convenor for any specific sport, the Director Accountable for Youth Sport may also be asked to represent Dakota at regional sport association meetings, or appoint a volunteer/representative to attend those meetings as needed*

[^] *Director overseeing the Centre's Master Plan and planning for Building & Grounds, as well as areas of expansion or redevelopment*