

Policy Category	Governance
Policy Name	CDMFA Governance
Source	CDMFA RPPs 2021, Football Canada, Alberta Societies Act
Date	Voted, passed April 2022

Governance

The CDMFA Board of Directors, composed of the Elected Executive Officers and one Director selected or appointed from each Participating Association shall direct the affairs of the CDMFA in accordance with the CDMFA Bylaws.

1.1. ***Elected Executive Positions:***

As per the CDMFA Bylaws (section 7), the Executive will consist of the President and a potential six to twelve Elected positions. These Elected positions would include, but are not limited to:

1.1.1. ***President***

The president shall:

- 1.1.1.1. provide leadership implementing strategic initiatives to promote the growth of the sport and CDMFA
- 1.1.1.2. when present, preside at all meetings of the Association and of the Board.
- 1.1.1.3. be an ex-officio member of all committees.
- 1.1.1.4. convene Board Meetings and General Meetings at his discretion or as directed by the Board or these By-laws, and will be responsible for the Agenda of such meetings.
- 1.1.1.5. be responsible for the overall direction of the Elected Executive Officers and the Executive Director
- 1.1.1.6. and may take such action as may be required for the overall interests of the CDMFA, subject to ratification by the Board.
- 1.1.1.7. Completes performance reviews for all staff
- 1.1.1.8. Serves as a signatory for CDMFA, as described in the CDMFA Bylaws
- 1.1.1.9. Addresses disciplinary issues, as described in the CDMFA Bylaws.
- 1.1.1.10. Complete a "President's Report" for the CDMFA Annual General Meeting
- 1.1.1.11. Acts as the spokesperson for the Society

1.1.2. ***President Elect / Past President***

The President Elect/Past President, with the assistance of the Executive Director, will be responsible for:

- 1.1.2.1. Past President
 - 1.1.2.1.1. Appointed (after serving term as President)
 - 1.1.2.1.2. to act as an advisor to the President and Executive
 - 1.1.2.1.3. Chairs the Nominating Committee
- 1.1.2.2. President Elect
 - 1.1.2.2.1. to follow the precedent and learn the position of President
 - 1.1.2.2.2. Assuming the role of president in his-her absence
 - 1.1.2.2.3. developing a slate of officers for election at the AGM
 - 1.1.2.2.4. complete the election process of Executive positions at the AGM

1.1.3. Vice President, Programming Tackle

- 1.1.3.1. Presides at meetings in the President's absence.
- 1.1.3.2. Replaces the President at various functions when asked to do so by the President or the Board
- 1.1.3.3. Is a member of the Executive Committee
- 1.1.3.4. Working in conjunction with Program Managers, provide strategic direction for program development according to the strategic objectives of the organization
- 1.1.3.5. Assist in planning programs on a seasonal and annual basis, mapping out deadlines, milestones and processes
- 1.1.3.6. Assist in developing and approving budgets for programs
- 1.1.3.7. Develop and document evaluation strategies to monitor program performance and determine opportunities for improvement
- 1.1.3.8. Apply change, risk and resource management principles when needed
- 1.1.3.9. Ensure program operations and activities adhere to legal guidelines and internal policies
- 1.1.3.10. Assist in Developing community outreach programs and coordinate special events that promote growth in membership
- 1.1.3.11. Develop a strategy to expand and improve programs that will have a positive effect in the community
- 1.1.3.12. Carries out other duties assigned by the Board.

1.1.4. Vice President, Programming Non-Contact

- 1.1.4.1. Is a member of the Executive Committee
- 1.1.4.2. Working in conjunction with Program Managers, provide strategic direction for program development according to the strategic objectives of the organization
- 1.1.4.3. Assist in planning programs on a seasonal and annual basis, mapping out deadlines, milestones and processes
- 1.1.4.4. Assist in developing and approving budgets for programs
- 1.1.4.5. Develop and document evaluation strategies to monitor program performance and determine opportunities for improvement
- 1.1.4.6. Apply change, risk and resource management principles when needed
- 1.1.4.7. Ensure program operations and activities adhere to legal guidelines and internal policies
- 1.1.4.8. Assist in Developing community outreach programs and coordinate special events that promote growth in membership
- 1.1.4.9. Develop a strategy to expand and improve programs that will have a positive

- effect in the community
- 1.1.4.10. Carries out other duties assigned by the Board.

1.1.5. Vice President, Coaching Development

The Vice-President Coaching Development shall provide strategic direction for coaching development. With the assistance of the Technical Director, will be responsible for:

- 1.1.5.1. Assist the staff with scheduling coaching certification programs as required to support the various programs offered by the CDMFA
- 1.1.5.2. Promotion of attendance at coaching meetings, clinics and seminars.
- 1.1.5.3. To assist the staff in planning and implementing the annual CDMFA Coaches Seminar and a Coaching Mentorship Program
- 1.1.5.4. Holding a meeting with the Head Coaches of the Member Teams or an alternate representative of the Member Teams, at the beginning of the season, prior to playoffs at the end of the season and at any other time that may be required and give a report of such meeting at the next Board of Directors meeting.

1.1.6. Vice President, Finance

Working with the staff and designated bookkeeper, ensure all monies paid to the Society are deposited in a chartered bank, treasury branch or trust company chosen by the Board;

- 1.1.6.1. Working with the staff and designated bookkeeper, makes sure all annual fees and memberships are paid/collected and deposited
- 1.1.6.2. Working with the staff and designated bookkeeper, makes sure a detailed account of revenues and expenditures is presented to the Board as requested;
- 1.1.6.3. Working with the staff and designated bookkeeper, makes sure an audited statement of the financial position of the Society is prepared and presented to the Annual General Meeting;
- 1.1.6.4. Chairs the Finance and Fundraising Committee, including liaising with the Sustainability and, Grant writing committees
- 1.1.6.5. Is a member of the Executive Committee
- 1.1.6.6. Carries out other duties assigned by the Board

1.1.7. Vice President, Communications

The Vice-President Communications shall provide strategic direction for implementation of an effective communications plan for both internal and external stakeholders.

- 1.1.7.1. Working with the staff and designated contractor (as may be applicable) to ensure the website is current, accessible, and provide training to club staff as needed
- 1.1.7.2. Working with the staff and designated contractor (as may be applicable) to ensure all applicable social media platforms are being used efficiently to promote the business of the Society

- 1.1.7.3. Update the Communications Plan annually to reflect the needs and priorities of the Society
- 1.1.7.4. Maintain and educate all members on the Communications Policy; to provide membership with timely and accurate information while respecting the privacy of members and protecting participants from inappropriate communications
- 1.1.7.5. Chairs the Communications Committee
- 1.1.7.6. Carries out other duties assigned by the Board.

1.1.8. Secretary

- 1.1.8.1. attends all Board and Executive meetings and records accurate minutes, and once approved, these minutes, complete with submitted reports and support documents, will be maintained as a permanent record and distributed to members as required
- 1.1.8.2. all correspondence of the CDMFA,
- 1.1.8.3. sending all Notices of Meeting, via e-mail, as required
- 1.1.8.4. ensure annual reports and statements for submission to the AGM are prepared for distribution
- 1.1.8.5. Ensure the Annual Return, changes in the directors of the organization, amendments in the bylaws and other incorporating documents are filed with Corporate Registry
- 1.1.8.6. providing an archive of all material to his-her successor
- 1.1.8.7. Makes sure a record of names and addresses of all Members of the society is kept
- 1.1.8.8. Carries out other duties assigned by the Board

1.2. Appointed Directors

As per the CDMFA Bylaws, the Board of Directors includes representation from each Participating Association or Team. The Representing Director will represent the interests and opinion of their membership, by attending CDMFA meetings and events, and facilitating communication between CDMFA and their respective association or team.

- 1.2.1. Attendance at CDMFA Board meetings is required, as per CDMFA Bylaws
- 1.2.2. Familiarization with the CDMFA Bylaws & RPPs and how they are pertinent to their respective teams
- 1.2.3. Shared responsibility of promoting CDMFA initiatives
- 1.2.4. Responsible for relaying information about promotions and events by respective teams to the CDMFA Board
- 1.2.5. Maintain open channels of communication between CDMFA Board and their respective association or team

1.3. Standing or Subcommittees

The CDMFA Executive may appoint members as chairpersons of standing or subcommittees of the Association as need arises

- 1.3.1. The chairperson of each standing committee will become a member of the CDMFA Board of Directors
- 1.3.2. The duties of each standing committee chairperson will be determined by the CDMFA Executive

- 1.3.3. The CDMFA Executive shall have the power to remove or replace members appointed to such committees, or to disband such committees
- 1.3.4. Committees will uphold the mission and values of the CDMFA, and shall conform to the Bylaws and RPPs of the same.

1.4. *Executive Director / Senior Staff Member*

The Board of Directors may hire staff and delegate such powers and authority to manage and direct the affairs of the Association, except for those matters which, according to the Bylaws, must be dealt with by the Board of Directors

- 1.4.1. Responsible for the daily operation of the CDMFA office in accordance with established policies
- 1.4.2. Shall conform to the orders given by the Board of Directors, or Executive of the Association
- 1.4.3. Maintain communication and keep the Directors informed of all information they require in the business of the Association
- 1.4.4. Shall attend, as a non-voting member, all general, board and executive meetings within the Association.
- 1.4.5. Shall be an ex-officio member of all committees
- 1.4.6. Oversee development and distribution of Membership Directory, Bylaw and RPP revisions, and educational/resource materials.
- 1.4.7. Oversee the development and maintenance of the CDMFA website
- 1.4.8. Act as official liaison with government agencies and stakeholders

1.5. *Technical Director - Staff Member*

- 1.5.1. Reporting to the Senior Staff Member and the Board, the Technical Director is responsible for the growth and development of youth football programs.