

Policy Category	Governance
Policy Name	CDMFA Governance
Source	CDMFA RPPs 2021, Football Canada, Alberta Societies Act, Resource Centre for Voluntary Organizations, CDMFA Bylaws Article 7, Canadian Sports Governance Code
Date	Approved 2023-03, Approved 2024-03

Governance

The board is responsible for the highest level of decision making and legal authority in the organization. By law, it is ultimately accountable for, and has authority over, the organization's resources and activities. The board articulates and communicates the organization's vision to the membership and the community. Through policy, the board defines the parameters within which the organization will carry out its work.

Governance is the way in which the board exercises its authority, control, and direction over the organizations. The board carries out its governance role by developing and monitoring policies, and it organizes its work through committees.

1. Principles of Governance

- 1.1. Articulate and communicate the vision of the organization.
- 1.2. Focus on strategic planning and direction.
- 1.3. Focus on the whole organization, rather than on issues of interest to individuals.
- 1.4. As a corporate body, board members work together as a whole.
- 1.5. Speak with one voice.
- 1.6. Direct the organization's work by approving policy and monitoring its impact.
- 1.7. Responsible for management through self-governance

2. CDMFA Governance

2.1. 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.

2.2. **CDMFA Elected Executive Positions:**

As per the CDMFA Bylaws (section 7), the Executive will consist of the President and a potential five to fifteen Elected positions.

The Elected Executive oversees the association's internal operations, ensuring that the systems in place help meet the organization's objectives. They manage multiple departments and projects for the association, depending on their specific role.

These Elected positions would include, but are not limited to:

2.2.1. President

The president shall:

- 2.2.1.1. Provide leadership implementing strategic initiatives to promote the growth of the sport and CDMFA.
- 2.2.1.2. When present, preside over all meetings of the Association and of the Board.

- 2.2.1.3. Be an ex-officio member of all committees.
- 2.2.1.4. Convene Board Meetings and General Meetings at their discretion or as directed by the Board or the By-laws and will be responsible for the agenda of such meetings.
- 2.2.1.5. Be responsible for the overall direction of the Elected Executive Officers and the Executive Director
- 2.2.1.6. Take such action as may be required for the overall interests of the CDMFA, subject to ratification by the Board.
- 2.2.1.7. Complete performance reviews for all staff.
- 2.2.1.8. Serve as a signatory for CDMFA, as described in the CDMFA Bylaws
- 2.2.1.9. Address disciplinary issues, as described in the CDMFA Bylaws.
- 2.2.1.10. Complete a "President's Report" for the CDMFA Annual General Meeting
- 2.2.1.11. Act as the spokesperson for the Society.

2.2.2. *President Elect / Past President*

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

- Be appointed (after serving term as President)
 - Act as an advisor to the President and Executive
 - Chair the Nominating Committee
- 2.2.2.1. President Elect
- Follow the precedent and learn the position of President.
 - Assume the role of president in his-her absence.
 - Develop a slate of officers for election at the AGM
 - Complete the election process for Executive positions at the AGM.

2.2.3. *Vice President, Operations*

- 2.2.3.1. Is a member of the Executive Committee.
- 2.2.3.2. Reports to the President on a regular basis and Executive Committee as required.
- 2.2.3.3. Presides at meetings in the President's absence.
- 2.2.3.4. Replaces the President at various functions when asked to do so by the President or the Board.
- 2.2.3.5. Attends regular meetings of the Board of Directors and Executive Committee.
- 2.2.3.6. Is an ex-officio member of all Program Committees.
- 2.2.3.7. Working in conjunction with Program Managers, the VPs of Tackle and Non-Contact, provides strategic direction for program development according to the strategic objectives of the organization.
- 2.2.3.8. Drives the successful performance and delivery of the program execution across all CDMFA programs.
- 2.2.3.9. Assists in developing budgets for program delivery.
- 2.2.3.10. Assists in developing community outreach programs and coordinate special events that promote growth in membership.
- 2.2.3.11. Develops a strategy to expand and improve programs that will have a positive effect in the community.

- 2.2.3.12. Applies change, risk and resource management principles when needed.
- 2.2.3.13. Serves as a signatory for CDMFA.
- 2.2.3.14. Carries out other duties assigned by the Board.

2.2.4. Vice President, Programming Tackle

- 2.2.4.1. Is a member of the Executive Committee.
- 2.2.4.2. Reports to the VP Operations on a regular basis, and the President and Executive Committee as required.
- 2.2.4.3. Acts as an ex-officio member of all Tackle Program Committees
- 2.2.4.4. Assists in planning programs on a seasonal and annual basis, mapping out deadlines, milestones, and processes.
- 2.2.4.5. Assists in developing and approving budgets for tackle programs.
- 2.2.4.6. Develops and document evaluation strategies to monitor program performance and determine opportunities for improvement.
- 2.2.4.7. Ensures program operations and activities adhere to legal guidelines and internal policies.
- 2.2.4.8. Attends regular meetings of the Board of Directors and Executive Committee
- 2.2.4.9. Carries out other duties assigned by the Board.

2.2.5. Vice President, Programming Non-Contact

- 2.2.5.1. Is a member of the Executive Committee.
- 2.2.5.2. Reports to the VP Operations on a regular basis, and the President and Executive Committee as required.
- 2.2.5.3. Act as an ex-officio member of all Tackle Program Committees
- 2.2.5.4. Assists in planning programs on a seasonal and annual basis, mapping out deadlines, milestones, and processes.
- 2.2.5.5. Assists in developing and approving budgets for non-contact programs.
- 2.2.5.6. Develops and document evaluation strategies to monitor program performance and determine opportunities for improvement.
- 2.2.5.7. Applies change, risk and resource management principles when needed.
- 2.2.5.8. Ensures program operations and activities adhere to legal guidelines and internal policies.
- 2.2.5.9. Attends regular meetings of the Board of Directors and Executive Committee
- 2.2.5.10. Carries out other duties assigned by the Board.

2.2.6. Vice President, Coaching Development

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

- 2.2.6.1. Is a member of the Executive Committee.
- 2.2.6.2. Assisting the staff with scheduling of coaching certification programs as required to support the various programs offered by the CDMFA.
- 2.2.6.3. Promotion of attendance at coaching meetings, clinics, and seminars.
- 2.2.6.4. Assisting the staff in planning and implementing the annual CDMFA Coaches Seminar and a Coaching Mentorship Program
- 2.2.6.5. 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.
- 2.2.6.6. Appointing a team to complete a review and update of the CDMFA House Rules and communicating the House Rules to the coaches and membership.
- 2.2.6.7. Reviewing the training and certification standards for coaches, trainers, equipment managers, and field staff; and communicating these standards to the coaches and membership.
- 2.2.6.8. Acting as an ex-officio member of the LTAD Committee; participating in the annual LTAD review and designing practice plans and communicating this information to the coaches and membership.
- 2.2.6.9. Acting as an ex-officio member of the Officials Committee
- 2.2.6.10. Attending regular meetings of the Board of Directors and Executive Committee
- 2.2.6.11. Assisting in developing and approving budgets for coaching development programs.
- 2.2.6.12. Carrying out other duties as assigned by the Board.

2.2.7. Vice President, Finance

Working with the staff and designated bookkeeper.

- 2.2.7.1. Is a member of the Executive Committee.
- 2.2.7.2. Ensures all monies paid to the Society are deposited in a chartered bank, treasury branch or trust company chosen by the Board.
- 2.2.7.3. Makes sure all annual fees and memberships are paid/collected and deposited.
- 2.2.7.4. Make sure a detailed account of revenues and expenditure is presented to the Board as requested.
- 2.2.7.5. Make sure an audited statement of the financial position of the Society is prepared and presented to the Annual General Meeting.
- 2.2.7.6. Chairs the Finance and Fundraising Committee, including liaising with the Sustainability and Grant Writing committees.
- 2.2.7.7. Carries out other duties assigned by the Board.

2.2.8. Vice President, Marketing & Communications

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

- 2.2.8.1. Is a member of the Executive Committee.
- 2.2.8.2. 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.
- 2.2.8.3. 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.
- 2.2.8.4. Updating the Communications Plan annually to reflect the needs and priorities of the Society.
- 2.2.8.5. Maintaining and educating 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.

- 2.2.8.6. Chairing the Communications Committee
- 2.2.8.7. Acting as an ex-officio member of the Special Events Team; planning and organizing community appearances and engagement opportunities through our programming.
- 2.2.8.8. Researching, recommending, and budgeting for promotional activities to help raise the awareness of CDMFA and youth football.
- 2.2.8.9. Assisting in developing and approving budgets for marketing and communications.
- 2.2.8.10. Carrying out other duties assigned by the Board.

2.2.9. Secretary

- 2.2.9.1. Is a member of the Executive Committee.
- 2.2.9.2. 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.
- 2.2.9.3. Manages all correspondence of the CDMFA,
- 2.2.9.4. Sends all Notices of Meeting, via e-mail, as required.
- 2.2.9.5. Ensures annual reports and statements for submission to the AGM are prepared for distribution.
- 2.2.9.6. Ensures the Annual Return, changes in the directors of the organization, amendments in the bylaws and other incorporating documents are filed with Corporate Registry
- 2.2.9.7. Provides an archive of all material to his-her successor.
- 2.2.9.8. Makes sure a record of names and addresses of all Members of the society is kept.
- 2.2.9.9. Carries out other duties assigned by the Board

2.3. 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. Responsibilities include:

- 2.3.1. Attendance at CDMFA Board meetings is required, as per CDMFA Bylaws
- 2.3.2. Familiarization with the CDMFA Bylaws & RPPs and how they are pertinent to their respective teams.
- 2.3.3. Shared responsibility of promoting CDMFA initiatives.
- 2.3.4. Relaying information about promotions and events by respective teams to the CDMFA Board
- 2.3.5. Maintaining open channels of communication between CDMFA Board and their respective association or team

2.4. Standing or Subcommittees

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

- 2.4.1. The chairperson of each standing committee will become a member of the CDMFA Board of Directors
- 2.4.2. The duties of each standing committee chairperson will be determined by the CDMFA Executive
- 2.4.3. The CDMFA Executive shall have the power to remove or replace members appointed to such committees, or to disband such committees.
- 2.4.4. Committees will uphold the mission and values of the CDMFA and shall conform to the Bylaws and RPPs of the same.

2.5. *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. This role:

- 2.5.1. Is not a member of the Executive Committee
- 2.5.2. Is responsible for the daily operation of the CDMFA office in accordance with established policies.
- 2.5.3. Conforms to the orders given by the Board of Directors, or Executive of the Association
- 2.5.4. Maintains communication and keeps the Directors informed of all information they require in the business of the Association.
- 2.5.5. Attends, as a non-voting member, all general, board and executive meetings within the Association.
- 2.5.6. Shall be an ex-officio member of all committees.
- 2.5.7. Oversees development and distribution of Membership Directory, Bylaw and RPP revisions, and educational/resource materials.
- 2.5.8. Oversees the development and maintenance of the CDMFA website.
- 2.5.9. Acts as official liaison with government agencies and stakeholders.

2.6. *Technical Director - Staff Member*

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