

Board Member (Executive Officer)

Job Purpose	<p>The role of a Board Member (also known as Director of the Board) of Squash Alberta is to:</p> <ul style="list-style-type: none"> • Govern Squash Alberta and to advance and protect the long-term interests of Squash Alberta throughout Alberta. • Manage, or supervise the management of, the activities and internal affairs of the society. • Act honestly, in good faith, in Squash Alberta's best interests, and in accordance with the Alberta's Societies Act and the regulations, thereby assisting the organization in realizing its mission and meeting its stewardship obligations.
Job Responsibilities	<p>The Director shall use the amount of expertise and judgement that a person with their knowledge and experience might reasonable anticipate. Directors with unique abilities and skills are expected to apply such abilities and knowledge to board-related topics.</p> <p>The Director, in collaboration with the rest of the board, will:</p> <ul style="list-style-type: none"> • Employ, manage, and evaluate the performance of the Executive Director; • Establish the organization's strategic direction and priorities; • Establish policy and management performance expectations; • Review and approve policy; • Identify and manage organizational risks; • Manage the financial health of the organization; • Monitor and evaluate organizational performance; and, • Serve in the role of President, Vice President, Secretary or Treasurer (as needed).
Appointment & Tenure	The Director is appointed for a period of 2 years with the option to stand for 2 further term(s).
Time Commitment	An estimated commitment of 2-4hours per month, plus attendance at the AGM each year.
Conflict of Interest	The Director should be free from material conflicts of interest and disclose any matters that could compromise their ability to act objectively and perform as a Director.
Personal Abilities & Skills	<p>The Director should ideally have the following knowledge, skills and/or experience:</p> <ul style="list-style-type: none"> • Ability to see the big picture and adopt a long-term stewardship approach. • Capable of providing informed viewpoints, rationally consider opposing ideas and seek out information to improve understanding and inform decision making • Ability to distinguish between the roles of governance and management

	<ul style="list-style-type: none"> • Understanding of the organization's relationship with key stakeholders • Strong interpersonal and communication skills • Ability to interpret financial statements • Commitment to the organizational values • Ability to maintain confidentiality
Additional Qualifications	Must be at least 18 years of age.
Safeguarding	The successful candidate for this role will be subject to an Enhanced Criminal Record (E-PIC) Check prior to appointment.