

BOWLING FEDERATION OF SASKATCHEWAN

POLICIES & PROCEDURES MANUAL

BOARD STRUCTURE

Directors are appointed by their Member Organizations.

RESPONSIBILITIES

1. Manage the affairs of the Bowling Federation of Saskatchewan.
2. Set the direction of the Bowling Federation of Saskatchewan through the development of a long range plan which sets forth the purpose/mission, goals and objectives.
3. Formulate and establish policies that enable implementation of the long range plan and provide direction for the management of day to day operations.
4. Ongoing evaluation of policies to best meet demonstrated needs.
5. Submit an annual budget for approval by the membership.
6. Maintain continuity in the organization through the development of proper structures with appropriate lines of responsibility, authority and accountability.
7. Establish terms of reference of required committees, provide resources for committee functions and establish committee reporting procedures.
8. Promote good public relations for the Bowling Federation of Saskatchewan.
9. Attend all meetings of the Board.

QUALITIES OF A BOARD MEMBER

1. An understanding of the values of sport to the individual participant, the community and the province.
2. The acceptance or responsibility and a willingness to give freely of both time and energy.
3. The desire to work, develop and promote the Bowling Federation of Saskatchewan.
4. The commitment to work with others, to be cooperative, to be objective and fair minded.
5. A readiness to fully participate in meetings.
6. An understanding of the goals and objectives of the Bowling Federation of Saskatchewan and the desire to advance it.
7. Recognition of the need for equal opportunities for all members of the Bowling Federation of Saskatchewan at all age and ability levels to receive the programs and services of the association.
8. Understand the role of an effective Board member is to establish and monitor policy, and to set overall direction of an association, not administrate the association its programs or its day to day activities, unless directed through a committee's role and function.
9. Attend all meetings of the Board of Directors and specific assigned committees.
10. Observe and evaluate the Bowling Federation of Saskatchewan's programs on an ongoing basis.
11. Serve on committees of the Board.
12. Act on and report on assigned tasks.

ACCOUNTABILITY

The Board of directors is responsible to the membership.

OFFICERS - EXECUTIVE

Officers form the Executive of the Bowling Federation of Saskatchewan, and are selected at the Annual General Meeting for a two (2) year term. Officers may be appointed to complete the annual term of vacated positions.

Officers must be Directors of the Bowling Federation of Saskatchewan, with the exception of the Past President and Executive Director.

RESPONSIBILITIES

1. Oversee the operations and affairs of the Bowling Federation of Saskatchewan between meetings of the Board of Directors.
2. Conduct business of the Bowling Federation of Saskatchewan within the policies established by the Board of Directors.
3. Ensure the ongoing operations of the Bowling Federation of Saskatchewan are being effectively managed within the policies established by the Board of Directors.
4. Within established policy, act on behalf of the Bowling Federation of Saskatchewan and represent the association to other organizations, business and government.
5. Monitor policy implementation.
6. Ensure that responsibilities/job descriptions for Board members and guidelines for committees are developed.
7. Inform the Board of Directors of actions taken between Board meetings.

ACCOUNTABILITY

The Executive is responsible to the Board of Directors.

PRESIDENT

The President is elected from the Board of Directors at the Annual General Meeting for a two (2) year term.

DUTIES

Member of the Executive.
Ex-officio member of all Committees.
Signing Authority.

RESPONSIBILITIES

1. Preside at all Executive, Board and General meetings of the Association.
2. Prepare and circulate the agenda at least ten (10) days prior to Executive and Board meetings.
3. Convene special meetings as the need arises.
4. Supervise and direct the activities of the Association.
5. Guide, monitor, evaluate the activities of the Executive Director.
6. Represent the Association in business with member organizations, Sask Sport, the provincial government and other agencies.
7. Ensure policies are implemented and long and short term goals are accomplished.
8. Arrange to record minutes of Board meetings, and type, photocopy and mail minutes to all Directors, once reviewed and approved.
9. Arrange to circulate reports of all committees to the Directors.
10. Report on actions at each Board meeting.
11. Prepare report on activities for distribution at the Annual General Meeting.

ACCOUNTABILITY

The President is responsible to the Board of Directors and the general membership.

PAST PRESIDENT

The Past President is appointed at the Annual General Meeting for a one (1) year term. The Past President is not necessarily the immediate Past President, if they cannot fulfill their duties.

DUTIES

Member of the Executive.

RESPONSIBILITIES

1. Act in an advisory capacity, as requested, to all standing and special committees.
2. Assist the President as requested.
3. Report on actions at each Board meeting.
4. Prepare report on activities for distribution at the Annual General Meeting.

ACCOUNTABILITY

The Past President is responsible to the Board of Directors through the President.

FIRST VICE PRESIDENT

The First Vice President is elected from the Board of Directors at the Annual General Meeting for a one (1) year term.

DUTIES

Member of the Executive.
Chairperson of the Planning Committee.

RESPONSIBILITIES

1. In the absence of the President, perform the duties of the President's position.
2. Report on actions at each Board meeting.
3. Prepare report on activities for distribution at the Annual General Meeting.

ACCOUNTABILITY

The First Vice President is responsible to the Board of Directors through the President.

RESPONSIBILITIES

1. Monitor and evaluate the performance of the Executive Director through the President.
2. Meet with the President and the Executive Director to liaise on the business of the Bowling Federation of Saskatchewan.
3. In consultation with the President, conduct an annual performance review of the Executive Director.
4. In consultation with the Executive Director, receive appraisals on other staff.
5. Negotiate a contract with the Executive Director that fairly represents the appraisal and are within the financial resources of the Bowling Federation of Saskatchewan.
6. Report to the Board of Directors on the status of the performance review and contract negotiations with the Executive Director.

SECRETARY/TREASURER

The Treasurer is elected from the Board of Directors at the Annual General Meeting for a two (2) year term.

DUTIES

Member of the Executive.
Chairperson of the Finance Committee.
Signing Authority.

RESPONSIBILITIES

1. Review banking procedures and make recommendations to the Board of Directors.
2. Ensure procedures are in place and followed to keep accurate records of all receipts and disbursements.
3. Monitor revenue and expenditures in comparison with the approved budget.
4. Prepare up to date financial reports for submission to the Board of Directors at each scheduled meeting or as requested by the President.
5. Oversee the preparation of an annual budget for submission to the Board of Directors by January of each year.
6. Supervise the preparation of an audited financial statement for submission to the Annual General Meeting within ninety (90) days of year end.
7. Liaise with Sask Sport regarding grants. Ensure all funds are used in accordance with any guidelines or restrictions.
8. Arrange bonding of signing authorities.
9. Report on actions at each Board meeting.
10. Prepare report on activities for distribution at the Annual General Meeting.

ACCOUNTABILITY

The Treasurer is responsible to the Board of Directors through the President.

COMMITTEES

Committees work with the established policies of the Board of Directors to develop, implement, and evaluate specific programs.

DUTIES AND RESPONSIBILITIES

1. Establish annual goals and objectives for the committee within the guidelines established by the Board of Directors.
2. Recommend goals and objectives through the appropriate chain of command to the Board of Directors for their approval.
3. Provide input on program budget.
4. Priorize and establish time lines to complete various tasks to meet specific goals and objectives.
5. Observe schedules and established time lines to complete various tasks to meet specific goals and objectives.
6. Evaluate goals and objectives relative to the program direction of the Association.
7. Develop proposals for policy direction for consideration by the Board of Directors.
8. In consultation with the Board of Directors, develop a committee policy and procedures process detailing principles and procedures to clearly define working methods of the committee.

ACCOUNTABILITY

Committee members are responsible to the Board of Directors through their Committee Chairperson.

COMMITTEE CHAIRPERSON

The Board of Directors has the authority to either appoint the Chairperson or approve their method of selection for each Committee.

RESPONSIBILITIES

1. Select members of the committee with input from the Board of Directors and staff.
2. Preside at all committee meetings.
3. Develop operating budget for committee.
4. Prepare and circulate the agenda at least ten (10) days prior to committee meetings.
5. Arrange to record minutes of committee meetings, and type, photocopy and mail minutes to all committee members and the Bowling Federation of Saskatchewan.
6. Circulate information regarding committee programs, objectives and accomplishments to the Board of Directors on a regular basis.
7. Keep Board contact informed on progress of committee activities.
8. Prepare report on committee activities for distribution at the Annual General Meeting.

ACCOUNTABILITY

The Committee Chairperson is responsible to the Board of Directors through the Board contact.

CONFLICT OF INTEREST POLICY

These guidelines are applicable to all volunteers and employees of the Bowling Federation of Saskatchewan.

1. DEFINITIONS

a) Volunteer - Refers to any member of the Bowling Federation of Saskatchewan.

b) Employee - Refers to any person employed by the Bowling Federation of Saskatchewan.

c) Conflict of Interest - Any situation where an employee or volunteer promotes an interest which results or appears to result in the following:

i) an interference with the objective exercise of their responsibilities with the Bowling Federation of Saskatchewan

ii) a personal gain or advantage by virtue of their position with the Bowling Federation of Saskatchewan

2. POLICY

a) Due to the nature of a volunteer's or employee's responsibilities, it may be necessary, in some cases, to restrict their activities to ensure that a conflict of interest does not, or does not appear to, exist.

b) Any matter involving what is, or may appear to be, a conflict of interest shall be referred to the Board of Directors for approval; even if such matter is one that in the ordinary course of business of the Bowling Federation of Saskatchewan would not require Board approval. Any Director interested in a matter so referred to the Board shall not participate in any discussion, vote, or resolution on this matter.

c) An employee or volunteer may not accept any gift, service or payment from a third party which could be interpreted as compensation for services rendered through their position with the Bowling Federation of Saskatchewan. An employee or volunteer may accept any gift which is:

i) the normal exchange between friends.

ii) the normal exchange of hospitality between persons doing business together.

iii) tokens exchanged as part of protocol.

3. PROCEDURE

a) An employee or volunteer who perceives that a conflict of interest exists, or has the potential to develop due to their position, shall disclose the nature and extent of their involvement to the President of the Bowling Federation of Saskatchewan who shall refer the matter to the Board.

b) The disclosure shall be made:

i) immediately after an employee or volunteer becomes aware of a private or personal interest in a matter which is being considered;

ii) immediately after an employee or volunteer assumes a private or personal interest in an existing matter;

iii) immediately after a person who has a private or personal interest in a matter becomes an employee or volunteer.

c) All employees shall be required to sign a form acknowledging their awareness of this policy and stating any real or potential conflicts of interest.

d) All members of the Board of Directors shall be required to acknowledge their awareness of this policy and state any real or potential conflicts of interest.

4. RESOLUTION

a) If a conflict of interest, or violation of this policy occurs, the President, acting on behalf of the Board, may:

i) instruct the employee or volunteer to divest their private or personal interest in the matter, or;

ii) instruct the employee or volunteer to transfer their interest in the matter to a blind trust, or;

iii) remove the employee or volunteer from the Bowling Federation of Saskatchewan's responsibilities which are causing the conflict of interest, or;

iv) accept the resignation of the employee or volunteer.