



How to Build and Maintain a Strong, Functional Board of Directors

BOD Networking Webinar – November 2021

Being Informed

“Fiduciary duty” applies to everyone on the board. All board members should understand that it is their responsibility to know the operations of the board.

It is essential to have all documents available to all board members (Google Drive is a great tool), including:

- Description of BOD roles & responsibilities (board positions must be clearly defined – ideally in one or two sentences)
- Bylaws
- Policies
- Minutes
- Reports
- Schedules

Recruitment

The nominating committee is responsible for recruiting potential board members. Spring time, when new parents get involved with the club, is a great time to start looking for potential board members. Tip: Get to know the parents as soon as possible.

The invitation to the AGM should always have an invitation for members to consider joining the BOD, along with a description of the roles and responsibilities for each position, and an estimate time commitment.

Ideal board members have the following characteristics:

- Agreeable and respectful (ability to work in a team environment)
- Willing to do the work
- Capable, positive attitude
- Level-headed
- Corporate or targeted knowledge can be a big plus!

Selling it:

Remember, whether recruiting for the BOD or committee, limiting the scope of responsibilities makes the job much more attractive!

- Limit the scope (clearly define the role)
- Limit the # of hours (ex. 2 hours/month)
- Make it sound attractive (working group vs. committee)

Developing Institutional Knowledge



CANOE KAYAK
ONTARIO
SPRINT

This is a long-term project. Incoming directors should be encouraged to take on smaller responsibilities for the first couple of years, while they are getting to know people, and beginning to understand more about paddling, your club, and operations. After this development period, a promising unelected director could be encouraged to volunteer for a role on the executive.

It is always a good idea to keep bringing in new members. Most of the board members should have kids who are currently involved in the sport.

Teaching a board member to do a specific task may take significant more time in the short term, but the benefit of having board members who can do work independently is worthwhile.

Submitted by:

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