



## **Paws4Fun Agility (P4FA) Board of Directors Terms of Reference**

**V2.0**

### **Mandate**

The Board of Directors is accountable to the members and is responsible for managing and supervising the activities and affairs of the Paws4Fun Agility club.

The Board of Directors is the body for executive decision-making and information exchange. It provides strategic direction related to Paws4Fun Agility club policy, operational initiatives, administration and oversees business priorities of the Paws4Fun Agility club.

### **Roles and Responsibilities**

Roles and responsibilities of the Board of Directors include, but are not limited to:

- setting the vision and strategic directions of the Paws4Fun Agility club
- enforcing the Paws4Fun Agility club by-laws, policies, rules and regulations
- establishing policies, and rules and regulations to attain objectives of the Paws4Fun Agility club
- identifying business priorities and overseeing plans in support of these priorities
- deciding on policy, operational and administrative issues, taking into consideration recommendations from Committees, Coordinators, Board Members, experts and club members
- making decisions on resource allocations
- identifying corporate risks and implementing strategies to mitigate risks
- overseeing development and/or updating of the Paws4Fun Agility club business plan
- facilitating the sharing of information on key issues, priority business and initiatives

The Board of Directors is chaired by the President of the Paws4Fun Agility club. If the President is unavailable, the Vice-President (VP) may act as the chair with full authority.

The Vice-President, Treasurer, and 3 Directors (Facilities, Training, and Trials) comprise the Board of Directors. A vacancy on the Board may be filled by appointment at a meeting of the Board.

If a member is not able to attend a meeting, no alternates are permitted as per the Canada Not-for-profit Corporations Act.

Board Meetings shall be held in executive session, Directors are the only persons entitled to attend without invitation. Invitations for persons other than Directors to attend board meetings must be issued by the chair with agreement from a majority of the board members in advance of the meeting. Invitations to attend board meetings must be issued to all Coordinators, except for in-camera Board Sessions. The board is encouraged to invite subject matter experts to participate in the BoD deliberations.

### **Operational Support**

The Board of Directors will be supported by four Coordinators (Membership, Training, Trials and

Volunteers) and a Secretary. The Board will also be supported by ad hoc committees or working groups that meet, examine items, research issues and present results and recommendations to the Board to enable decision-making. Committees will be chaired by an elected Board member and committee members must be members in good standing of the Paws4Fun Agility club.

## Secretarial Support

Board of Directors support will be provided as follows:

Calling meetings of the Board of Directors	President
Scheduling meetings, preparing agenda	Secretary
Meeting room booking (if required)	Secretary
Meeting notification with attached Agenda and documents; distributing minutes	Secretary
Recording and editing meeting minutes	Secretary

## Quorum

In order for the meeting to proceed, the Board has to meet quorum. Quorum is reached when 4 members of the Board, 1 of whom must be the President or the VP, are present.

## Conflict of Interest

Any Board member that considers him/herself in conflict of interest should ask to be excused by the chair from voting and/or decisions.

## Meeting Frequency

The Board of Directors typically meets at a minimum twice per year, but may meet more frequently when required. Board members may make requests to the chair to convene special or ad hoc meetings. Working groups or committees may meet as frequently as required.

## Meeting Procedure

Meetings will proceed and the standard Agenda will be structured to follow Robert's Rules of Order. Agenda items should be submitted to the Secretary before the meeting. The meeting will follow the agenda and agenda item originators will be asked to present topics.

## Minutes

A draft summary of the minutes will be forwarded to all Board members as soon as possible and before the next Board of Directors meeting.

Prepared by: Paws4Fun Agility members of the Board

Approved by Board of Directors:

Revised: 15 March 2024

## Annex A

### Board Membership List

Title	Name	Phone/email	Address
President	Heather Esdon	president@paws4funagility.ca	
Vice-President	Rheal Nadeau	<a href="mailto:vp@paws4funagility.ca">vp@paws4funagility.ca</a>	
Treasurer	Carolyn Heide	<a href="mailto:treasurer@paws4funagility.ca">treasurer@paws4funagility.ca</a>	
Facilities Director	Ian Cranstone	613-258-4258 <a href="mailto:ian@cranstone.ca">ian@cranstone.ca</a> <a href="mailto:facilities@paws4funagility.ca">facilities@paws4funagility.ca</a>	3715 Campbellcroft Rd, PO Box 634 Osgood, K0A 2W0
Training Director	Erin Moore	<a href="mailto:training@paws4funagility.ca">training@paws4funagility.ca</a>	
Trials Director	Sandy Gummeson	trials@paws4funagility.ca	